CrossCheck User Manual

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Contents

Introduction 4

New Users 4
Logging In 4
Resetting Your Password 5
Changing Your Password or Username 6
The iThenticate Account Homepage 7
Main Navigation 8
The Toolbar 8
Directory 8
Main Content 9
Content Tabs 9
Info/Action Column 9

Folders 9

Creating a New Folder or a New Folder Group 9
Database Sources for Reports 12
Organizing Folders 12
Deleting Folders 13
Folder Tabs 14

Documents 15

Submitting a Document 15
File Types and Size 15
Upload a File 16
Zip File Upload 17
Drag & Drop Upload 19
Cut & Paste 20
Viewing Reports 22
Viewing Modes 23
Changing Viewing Modes 24
Viewing the Matching Source 25
Excluding Quoted or Bibliographic Material 26
Exclude Small Matches 26
Excluding a Match 27
Resubmit a Document 28

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Document Pages 28
Sharing Tab 29
Settings Tab 30
Resubmit Tab 31
Print and Download Similarity Reports 32
Organizing Documents 32
Moving Documents 33
Deleting Documents 34
Search for Documents 35
Trash 36
Settings 37

Account Info page 40
Filters 40
API Access IP addresses 41

Administrator Manual 42
Profiles tab 42
Adding Users to an Account 42
Deactivating a User 44
Deleting a User 45
Controlling a User's Abilities 46
Groups Tab 47
Reports Tab 49
Sharing Tab 51
Email Tab 52

Appendix A - Manual Changes 53

Glossary 55

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Introduction

Welcome to the iThenticate User Manual. iThenticate provides plagiarism prevention services to publishers, corporations, law firms and other professional establishments around the world.

This user guide provides a thorough explanation about iThenticate from its features to a comprehensive walkthrough about its use. Account administrators have the ability to manage users within an account, click **here** to view the Administrator Manual.

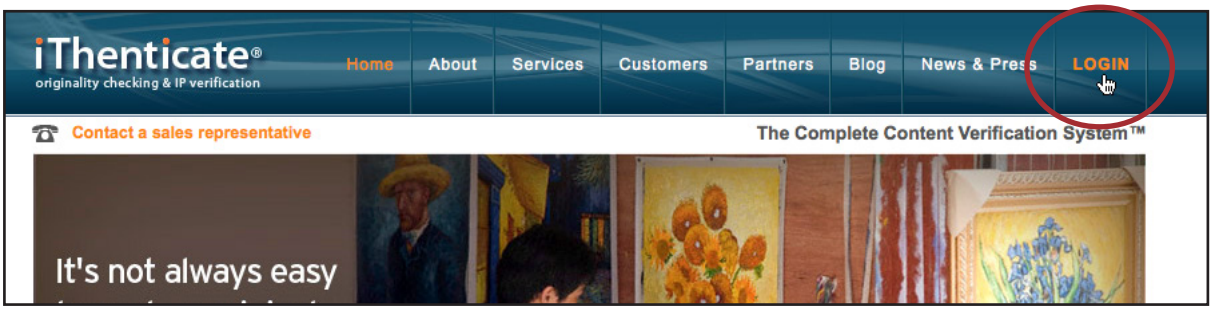
New Users

First time users will receive an email from their iThenticate sales representative with a username and a one-time password. The username you receive will be the email address you provided to your iThenticate sales representative. You may only log in once with the one-time password and you will need to change it the first time you log in. For information on how account administrators add users to an account, please click **here**.

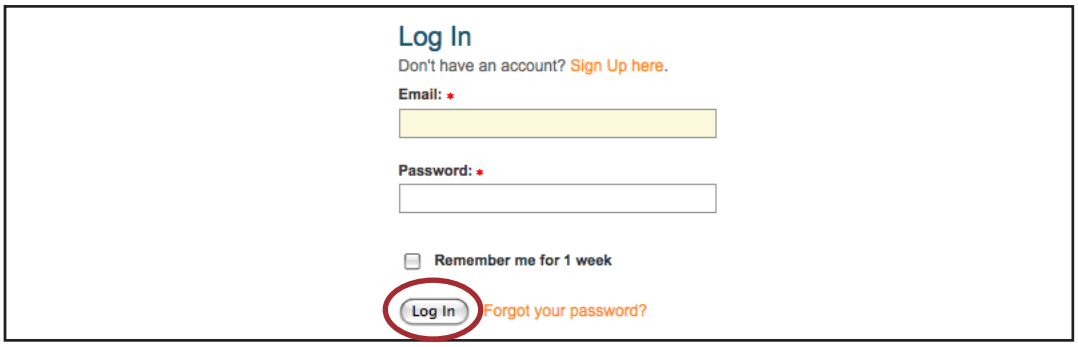
Logging In

Once iThenticate has been purchased and you have received an email from your iThenticate sales representative containing your username and password, then you can login to iThenticate.

To login to iThenticate first click on the *Login* button at www.iThenticate.com.



Insert the username and the password into the appropriate fields and click the *Log In* button.



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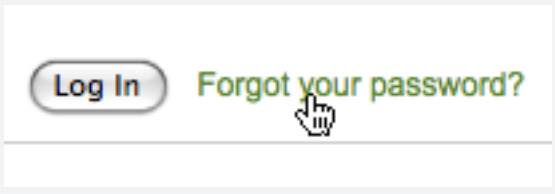
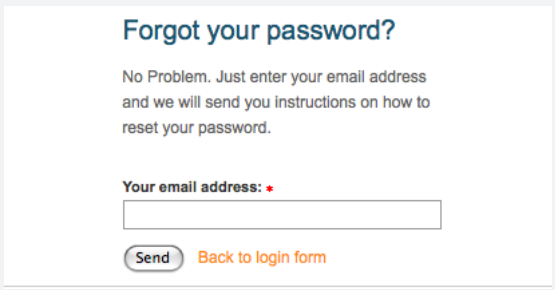
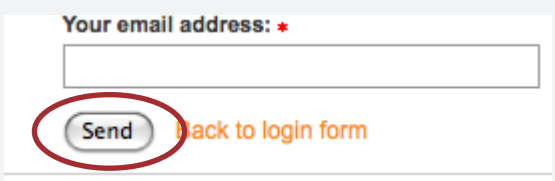
Once logged in, the user will see the iThenticate homepage.

Resetting Your Password

If the iThenticate user password is forgotten, the password can be reset via a secret question or e-mail. To reset a password via e-mail, the user information must contain a valid e-mail address. iThenticate cannot send a password reset information to any other e-mail address.

E-mail password reset:	
1. Go to www.iThenticate.com	
2. Click on *Forgot your password?* to the right of the *Log In* button	
3. Enter your email address and then click the *Send* button. iThenticate will send you a one-time password to your email. You may only log in once with this password and you will need to change it the first time you log in.	 Forgot your password? No Problem. Just enter your email address and we will send you instructions on how to reset your password. Your email address: * Send Back to login form
4. Click the *Send* button	

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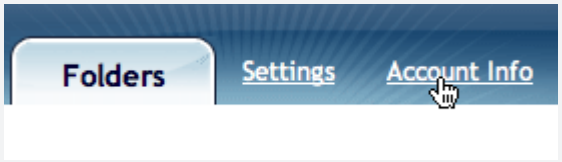
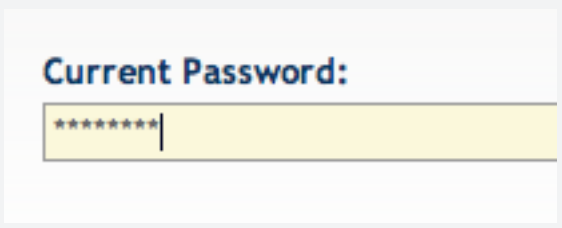
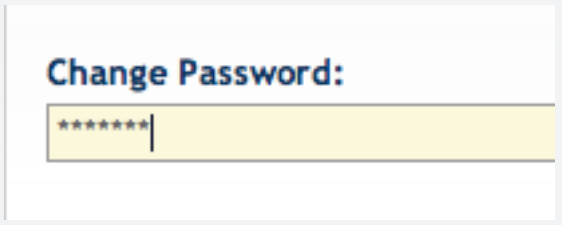
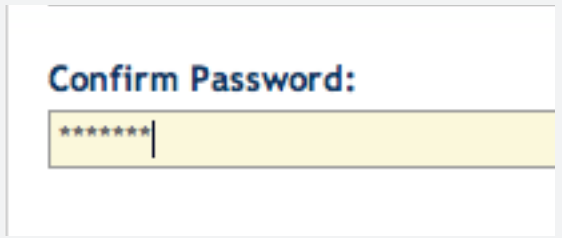
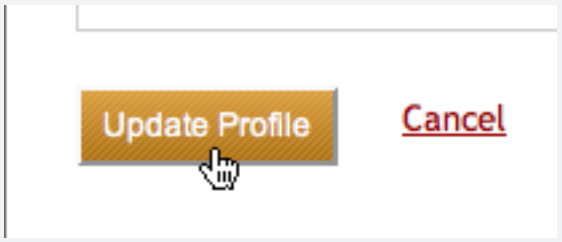
Changing Your Password or Username

A user may change their iThenticate password or username (email address) at any time by opening the *Account Info* page, once they have logged into iThenticate.

Changing your password	
1. Log into iThenticate by entering the username and password for the iThenticate account and click the *Log In* button	
2. Click on *Account Info* at the top of the iThenticate homepage	
3. In the Account Info page, the user must first enter their current password in the *Current Password:* field	
4. Now enter the new password for your account within the *Change Password:* field	
5. Reenter the password within the *Confirm Password:* field to ensure that the password has been entered correctly	
6. To save the changes to the password, click on the *Update Profile* button below the user information form or click *Cancel* to cancel the change to the password	

Note: Once you click on the *Update Profile* button, your password will be changed and the new password will now be used to log in to iThenticate.

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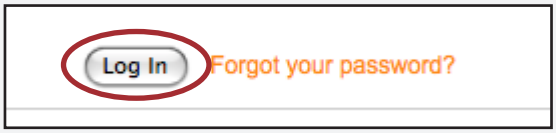
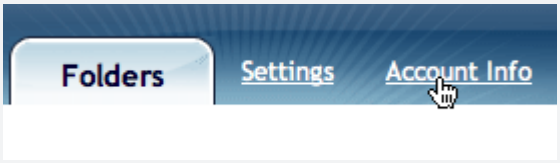
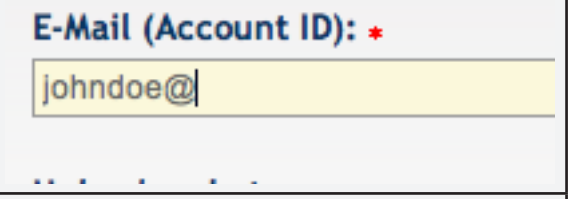
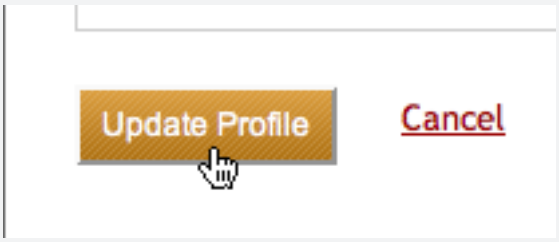
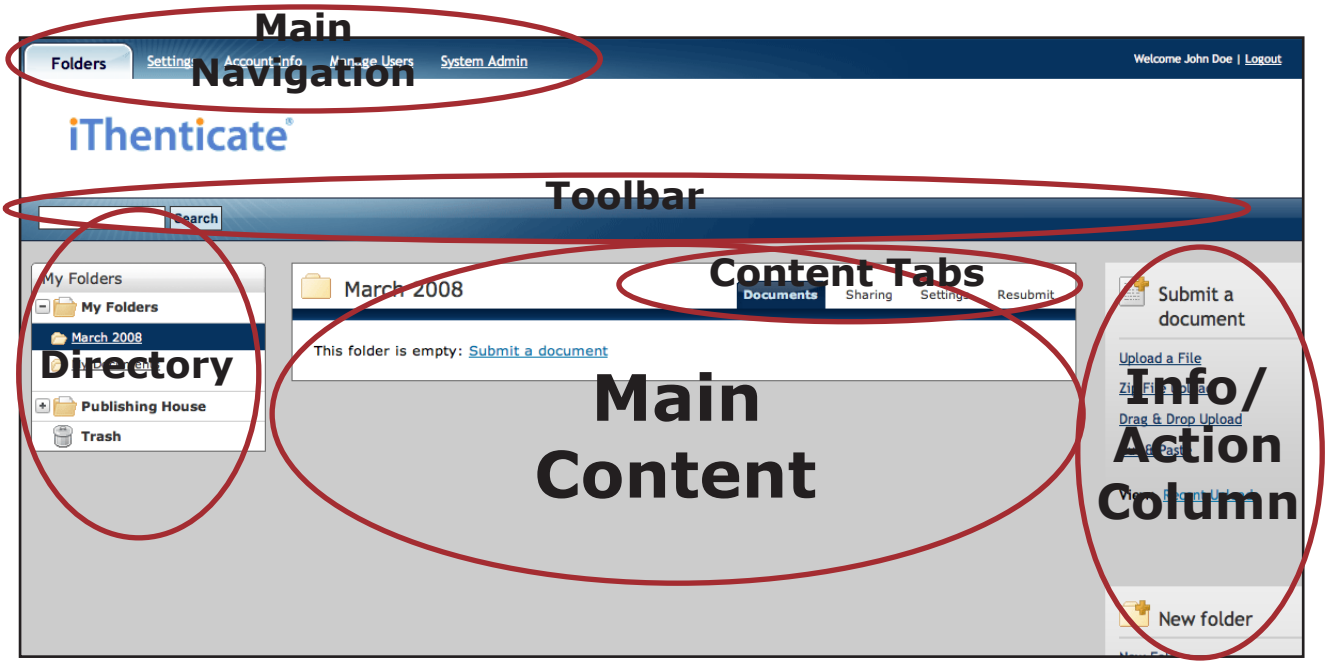
Changing your email	
1. Log into iThenticate by entering your email and password for the iThenticate account and click *Log In*	
2. Click on *Account Info* at the top of the iThenticate homepage	
3. Delete the previous e-mail and enter the new e-mail into the *E-Mail (Account ID):* field	
4. To save the changes, click on the *Update Profile* button below the user information form or click *Cancel* to cancel the changes made to the username	

The iThenticate Account Homepage

This section will walk through the different areas of the iThenticate account homepage.



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Main Navigation

After logging in, the iThenticate user will see the Folder page. The main navigation bar at the top of the screen has three to four tabs based on the user type. These different tabs are:

- **Folders**: This page contains all the functionality of iThenticate, it is where folders are created, browsed and shared with other users, where documents are submitted within a folder to be checked against the iThenticate database for similarity, and where documents can be deleted or moved from one folder to another

- **Settings**: The settings page controls general, document and report display options. These options range from the number of documents shown for each page, Default Report View, to controlling Email Notifications and much more

- **Account Info**: The Account Information page contains the user profile and the account usage

- **Manage Users**: The Manage Users page lists all users that have access to your iThenticate account. This page is where new users can be added to an account and where activation emails can be sent or where users can be deleted or deactivated from an account. The Manage Users page is also where reporting groups are created, where usage statistics can be viewed, and where the document sharing options are located. *This tab only appears if the user is an Account Administrator*

The Toolbar

The toolbar changes functionality based on what the main content is displaying. For example the toolbar displays the *Search*, *Trash*, *Resubmit* and *Move* functions when the user is browsing documents from within a folder. The toolbar is only functional when the user is within the Folders page.

Directory

The directory displays all created folders and the Trash. To enter folders, just click on the folder you would like to browse. Clicking on the Trash opens the Trash, displaying all deleted documents. To permanently delete items from the Trash, click within the check box to the left of the document title and click on the delete button on the Toolbar.

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Main Content

The Main content displays the various functional pages within iThenticate.

Content Tabs

The content tabs change depending on what the main content for each page is. For example the content tabs for a specific folder within a folder group are: Documents, Sharing, Settings, and Resubmit. Clicking on each tab opens up a new page displaying the information the tab contains.

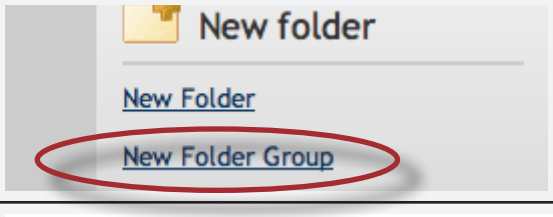
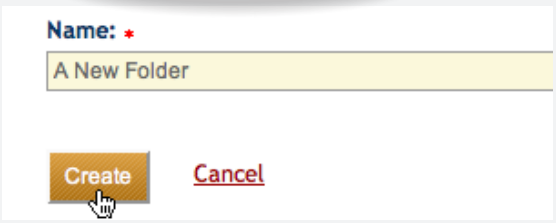
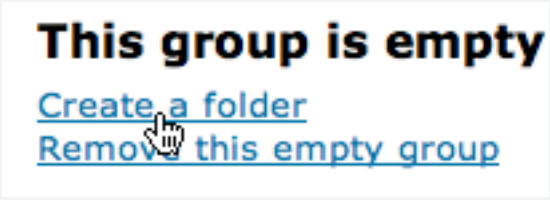
Info/Action Column

The Info/Action Column contains easy access to iThenticate actions and information. The only pages that have action functionality are the Folders page and Manage Users page. For example in the Manage Users page the Info/Action Column contains the action *Add New User* and *Upgrade Your Account* information.

Folders

Creating a New Folder or a New Folder Group

Creating folders and folder groups will help a user organize their documents. New users will be given the folder group My Folders and the folder My Documents when they first log in to their iThenticate account. iThenticate accounts can have as many as 100 folder groups and up to 1000 folders per group.

Creating a New Folder Group	
1. Log into your iThenticate account and on the Folders page click on the *New Folder Group* link in the Info/Action Column	
2. In the Create A New Folder Group window enter a name for the new folder group and then click the *Create* button	
3. Now you have an empty folder group. Within the new folder content tab *Folders,* click on the link *Create a folder* to add a folder to this folder group. To delete an empty folder group, click on the *Remove this empty group* link	

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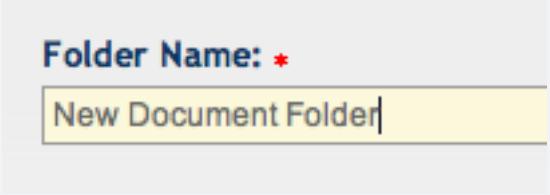
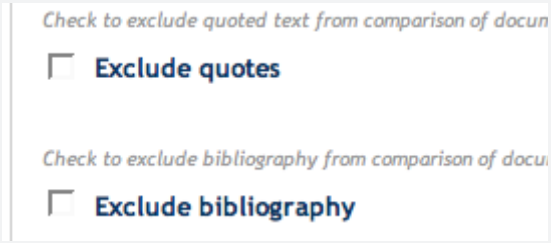
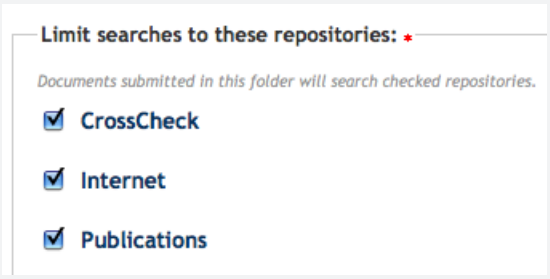
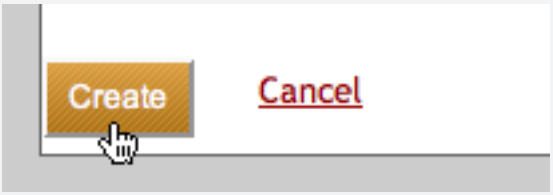
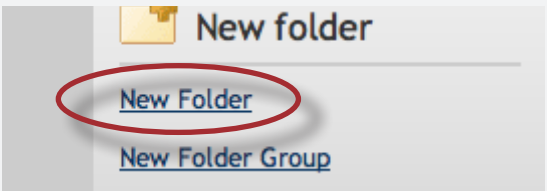
Creating a New Folder Group	
4. If you clicked on the *Create a folder* link, the Create A New Folder window will open. Enter a name for the folder in the *Folder Name:* field	
5. Click within the check box for either *Exclude quotes* or *Exclude bibliography* or both to exclude them from comparison for all documents submitted in this folder	
6. Choose which collections to search.	
7. Click *Create* to create the new folder	

Folder groups that already have a folder created in it will need to create a new folder in a different way.

Creating a New Folder	
1. Log into iThenticate and then click on the *New Folder* link within the Info/ Action Column	

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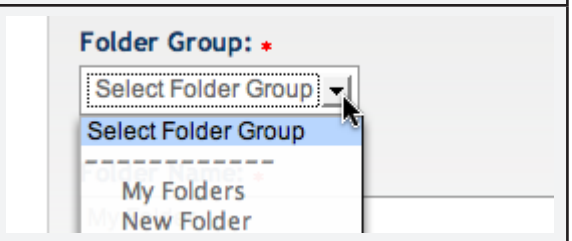
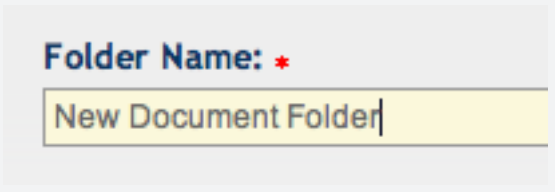
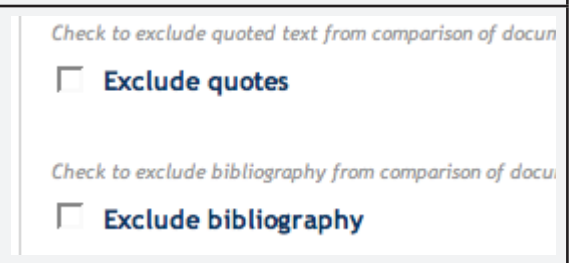
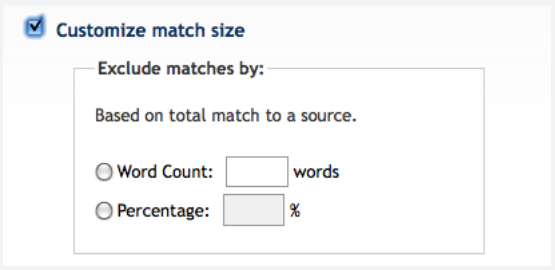
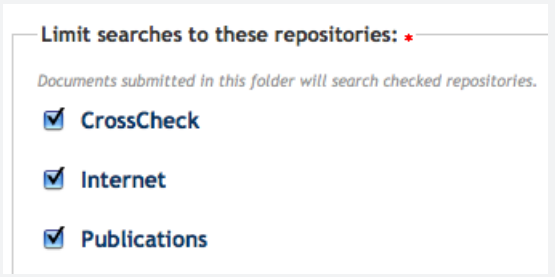
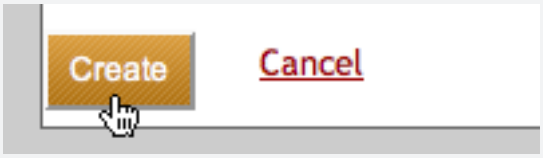
Creating a New Folder	
2. In the Create A New Folder page, the user must first specify which folder group they would like to save this new folder to by using the *Folder Group:* pull-down menu to select the folder group destination	
3. Enter a name for the folder in the *Folder Name:* field	
4. Click within the check box for either *Exclude quotes* or *Exclude bibliography* or both to exclude them from comparison for all documents submitted in this folder	
5. Decide whether to customize the match size for all similarity reports created in this folder. Matches can be excluded by word count or by percentage. Enter the value you wish to be excluded from the similarity reports within this folder into either the *Word Count* or *Percentage* fields*	
6. Choose which collections to search.	
7. Click *Create* to create the new folder	

***Note**: This feature allows users to exclude matches within Reports that fall below a certain percentage or word count. Please note that exclusion of small matches happens at the *Content Tracking* mode. The *Content Tracking* mode allows you to view up to 100 matches identified by iThenticate, and because this mode shows matches one at a time, the matches are not obscured by overlapping matches (uploaded text may show same match to two or more sources). This means that in other report modes you still may see a match that falls below scheduled exclusion level. These matches are simply part of larger matches that iThenticate identified. These larger matches can be viewed in whole at the *Content Tracking* mode.

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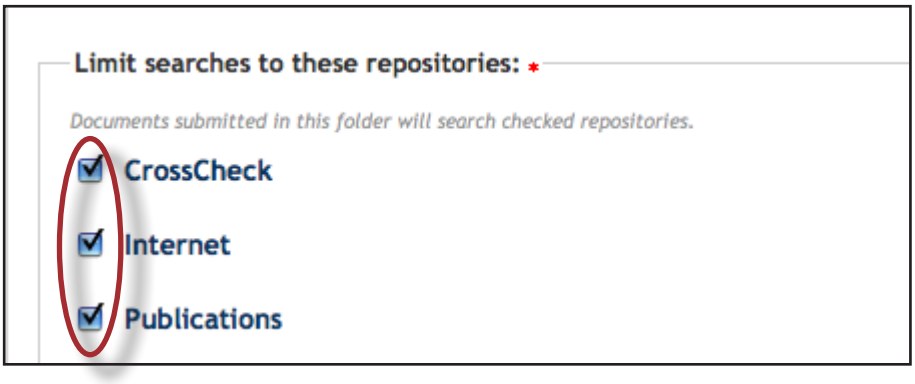
Database Sources for Reports

The user is able to select the available database sources to compare submissions against. Within the folder settings or when a folder is created the user can select which database collections will be searched. To search specific databases when documents are submitted to the folder click within the check boxes next to the databases to select them. If no databases are selected with a check next to their corresponding check box, then all databases will be searched when a document is submitted to this folder.



The currently available search indexes are:

- **CrossCheck** - research articles, books, and conference proceedings provided by the worlds scientific, technical and medical publishers

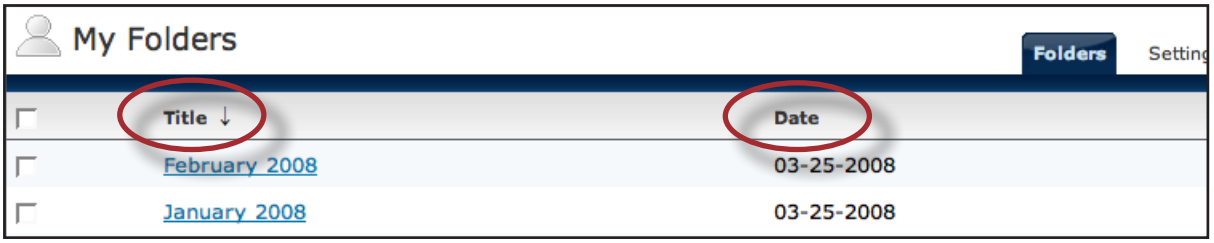
- **Internet -** a database of archived and live publicly available internet pages containing billions of pages of existing content and tens of thousands of new pages added daily

- **Publications -** third party periodical, journal, and publication content including many major professional journals, periodicals, and business publications

Note: You also have a purchasing option to create a customizable database source with your own content to submit to and search against. For more information, please contact sales@ithenticate.com

Organizing Folders

Folders in the directory are organized alphabetically. When a folder has been clicked the folder content appears in the main content area of the page. The user has the option to organize the folders within a folder group by either title or date. To sort the folders by title or date, click on the *Title* or *Date* headers of the column.



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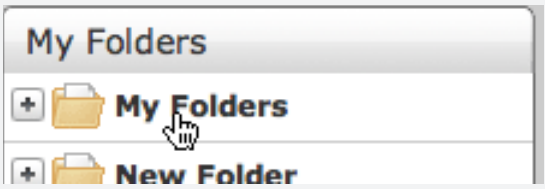
To move folders to another folder group click on the check boxes to the left of the folder's name to place a check into the check boxes. Once a check has been placed, users are then able to use the *Move selected to...* pull-down menu and once the correct folder group has been selected, the user can click on the *Move* button to move the selected folders.

Moving folders	
1. Click on a folder group that contains folders that are going to be moved to a new folder group	
2. Click on the check boxes next to the name of the folders to add a check to the folders that the user wishes to move	
3. Use the *Move selected to...* menu to select the desired folder group destination of the checked folders	
4. Click on the *Move* button to move the folders to the new folder group	

Deleting Folders

Folders can be deleted in two ways: from the directory or from within the main content area. To delete a folder from the directory simply click on a folder group and hover the cursor over the folder that the user wants to delete and two icons will appear: a refresh icon and a trash icon. Click on the trash icon to delete the folder.

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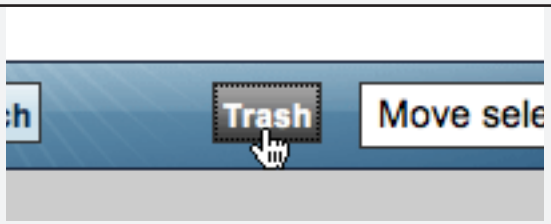
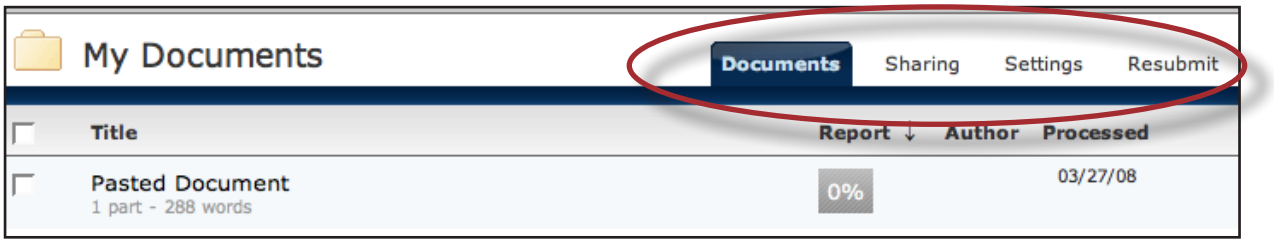
The other way to delete folders is from the main content area after a folder group has been selected.

Deleting a folder or multiple folders from a folder group	
1. Click on the folder group that contains the folders that the user wants to delete	
2. Place a check mark next to each folder that the user wants to delete by clicking in the empty check boxes to the left of the folders name. To select all folders, place a check in the check box next to the *Title* column header	
3. Click on the *Trash* button on the toolbar to send all checked folders to the Trash	

Folder Tabs

Within every folder there are four tabs that contain different folder options. They are:

- **Documents** - this tab contains all the documents that have been submitted to the folder. The documents tab also contains the Similarity Reports for the submitted documents
- **Sharing** - this tab allows you to share this selected folder with other iThenticate users who have been added to the iThenticate account
- **Settings** - this tab contains the folders options which you can adjust at any time
- **Resubmit** - the resubmit tab displays the many resubmission options that the user can choose from, to ensure that reports are updated and that content is thoroughly checked for similarity against iThenticate's exhaustive databases.



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Documents

The documents tab within a folder displays all the submitted documents for a specific folder. Each submitted document generates a Similarity Report after the document has been compared to the databases selected by the user.

Submitting a Document

iThenticate users can submit documents using four available methods. The submission types are:

- **Upload a File** - a single file submission
- **Zip File Upload** - submit a standard zip file containing multiple documents. May contain up to 200MB or 1,000 files. Zip file uploads of significant size may require additional time to complete
- **Drag & Drop Upload** - a file is dragged from the user's computer and dropped on the drop area or added to the drop area by browsing the computer. You may upload up to 200MB or 1,000 files with the Drag & Drop Upload option
- **Cut & Paste** - submission of text copied and pasted into the submission box. May be used to submit from a file format that is not accepted. No images or non-text information can be copied and pasted - only plain text can be accepted

File Types and Size

iThenticate currently accepts the following file types for document upload:

- Microsoft Word® (DOC and DOCX)
- Word XML
- Plain Text (TXT)
- Adobe PostScript®
- Portable Document Format (PDF)
- HTML
- Corel WordPerfect® (WPD)
- Rich Text Format (RTF)

The file size may not exceed 20 MB. Files of larger size may be reduced in size by removal of non-text content. Files that are password protected, encrypted, hidden, system files, or read only files cannot be uploaded or submitted to iThenticate.

The zip file upload accepts up to 1000 files or 200MB of zipped information. A zip file to be uploaded may not exceed either limit. Zip files should be checked to ensure only usable file formats are included in the upload.

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Note: PDF documents must contain text to be submitted. PDF files containing only images of text will be rejected during the upload attempt. To determine if a document contains actual text, copy and paste a section or all of the text into a plain-text editor such as Microsoft Notepad or Apple TextEdit. If no text is copied over, the selection is not actual text.

Tip: Users submitting scanned images of a document or an image saved as a PDF will need to use Optical Character Recognition (OCR) software to convert the image to a text document. Manual correction of the resulting document is highly recommended to fix any errors caused by the conversion software.

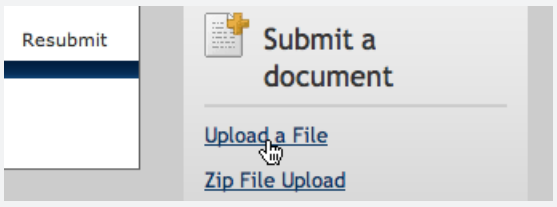
Note: Some document formats can contain multiple data types. This includes text, images, embedded information from another file, and formatting. Non-text information that is not saved directly within the document will not be included in a file upload. This includes references to a Microsoft Excel® spreadsheet included within a Microsoft Office Word document.

Note: Users whose files are saved in a file type that is not accepted by iThenticate will need to use a word processing program to save the file as one of the accepted types. Rich Text Format and Plain Text file types are nearly universally available in word processing software. Neither file type will support images or non-text data within the file. Plain text format does not support any formatting, and rich text format supports only limited formatting options.

Warning: Users who are converting to a new file format will need to save their file with a name different than the original. Any file should be saved with a new file name when converting to plain text or rich text formats to prevent permanent loss of the original formatting or image content of a file.

Upload a File

The upload a file submission option allows the user to submit a document from a variety of document types.

Submitting a document by file upload:	
1. In the Info/Action column under *Submit a document* click on the *Upload a File* link	
2. (Optional) The document will be uploaded to whichever folder was selected before clicking on the *Upload a File* link. The user does have the option to upload the document to a different folder by using the *Upload a folder:* pull-down menu	

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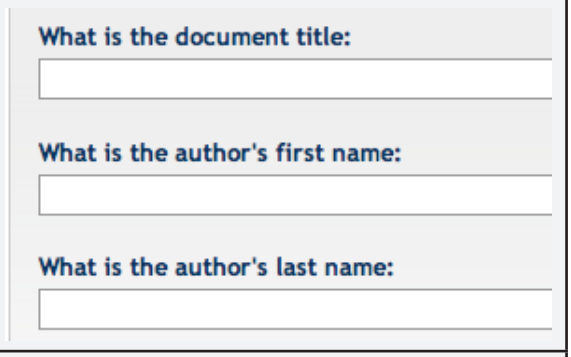
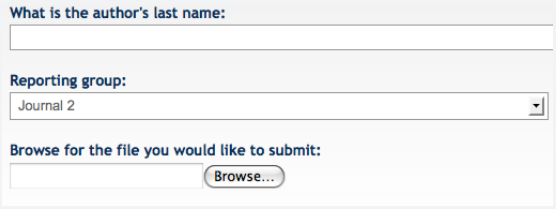
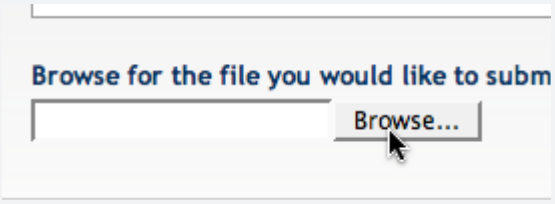
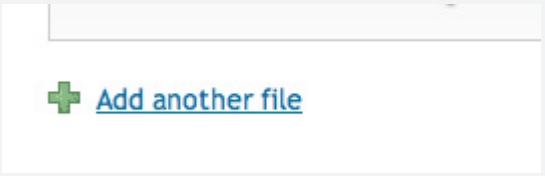
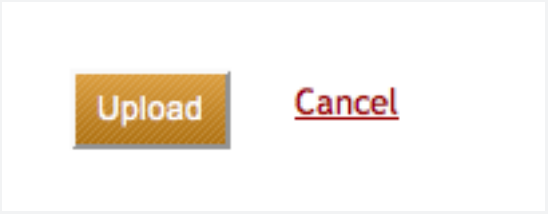
Submitting a document by file upload:	
3. (Optional) Enter information for the following fields: *What is the document title*, *What is the author's first name*, *What is the author's last name*. **Note**: If no title has been entered, iThenticate will automatically use the uploaded document's title for the title of the document	
4. If the iThenticate account administrator has given the user the ability to choose which reporting group they can upload documents to, the *Reporting group* pull down menu will appear within the upload a file screen	
5. Click the *Browse* button and locate the document to upload	
6. (Optional) The user can upload up to 10 documents at once using the *Upload a File* submission option. To add another file to upload click on the *Add another file* link	
7. Click the *Upload* button to upload the selected document/s. Click the *Cancel* link to cancel the upload	

Zip File Upload

The zip file submitted to iThenticate may be any size up to approximately 200MB and contain up to 1000 individual files. If the zip file exceeds either limit it will be rejected. Documents in a zip file must not exceed 20MB. If a document within a zip file exceeds 20MB it will not be accepted by the system.

Users uploading zip files are advised to ensure that no unacceptable file types are contained within the zip file and to be careful of duplicate copies of the same file within the zip file. iThenticate will attempt to detect duplicate or invalid files and warn the user of any duplicate or unacceptable files.

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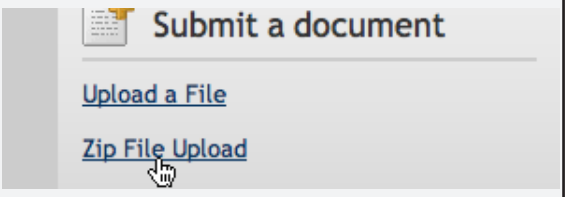
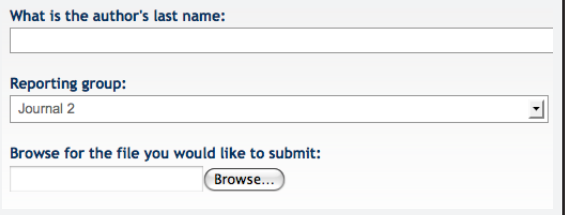
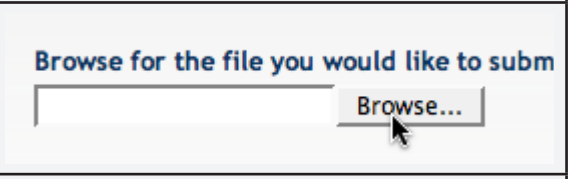
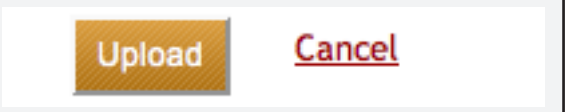
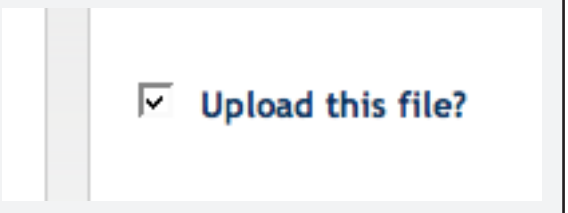
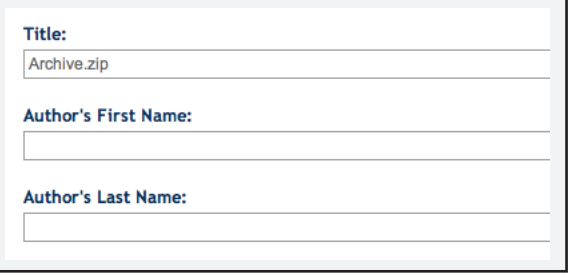
Submitting multiple documents in a zip file:	
1. In the Info/Action column under *Submit a document* click on the *Zip File Upload* link	
2. (Optional) The zip file will be uploaded to whichever folder was selected before clicking on the *Zip File Upload* link. The user does have the option to upload the zip file to a different folder by using the *Upload a folder:* pull-down menu	
3. (Optional) Enter information for the following fields: *What is the document title*, *What is the author's first name*, *What is the author's last name*. **Note**: If no title has been entered, iThenticate will automatically use the uploaded document's title for the title of the submitted documents	
4. If the iThenticate account administrator has given the user the ability to choose which reporting group they can upload documents to, the *Reporting group* pull down menu will appear within the upload a file screen	
5. Click the *Browse* button and locate the zip file to upload	
6. Click on the Upload button to upload the zip file	
7. A new page will open and asks you to Please confirm files to upload. At this point the user can choose to exclude certain files in the upload. To exclude a file from submission uncheck the check box next to the *Upload this file?* by clicking on it	
8. You will need to manually change the title for each document being submitted. iThenticate will make the title of the submitted zip file the default title of each submission. The user can also fill in the Author's first and last name fields which are optional.	

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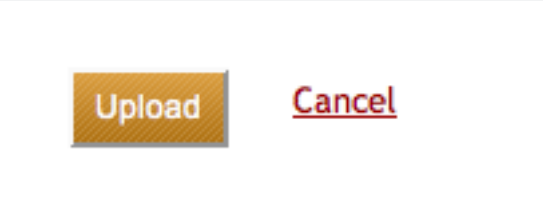
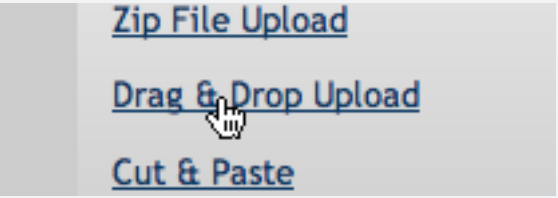
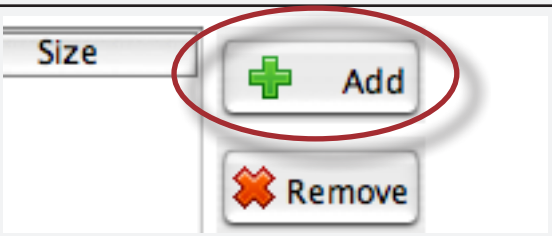
Submitting multiple documents in a zip file:	
9. Once the files have been reviewed and are made ready to upload, click on the *Upload* button at the bottom of the page	

Drag & Drop Upload

This submission method allows the user to click and drag a document and drop it into the drop box, or the user can add files like in the Upload a File submission option but in a slightly different way.

Submitting documents with Drag and Drop Upload	
1. In the Info/Action column under *Submit a document* click on the *Drag & Drop Upload*	
2. There are two ways to upload files into the drag-n-drop box: by using the Add button or by dragging and dropping files in the Drag-n-Drop box	
3a. To upload a file using the Add button, first click on the Add button	
3b. Select the file/files from the Open window that would like to be uploaded to iThenticate and click on Choose once they have been selected. The file/s will be uploaded to the Drag-n-Drop box	

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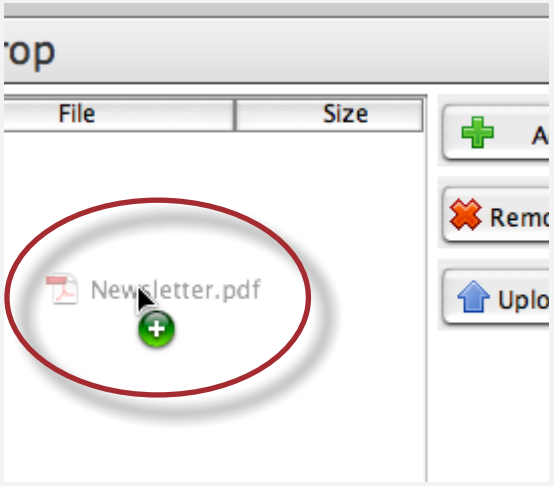
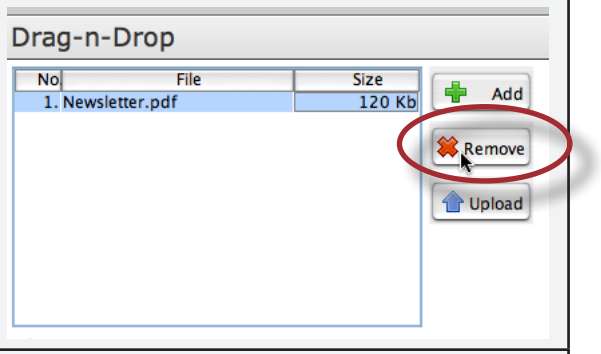
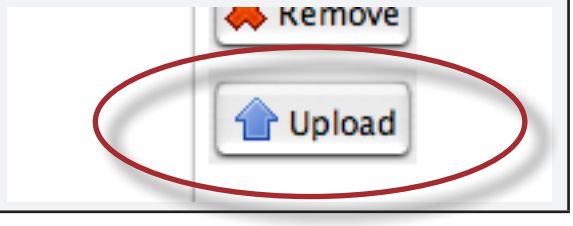
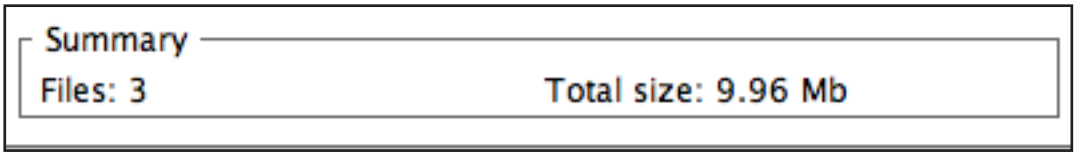
Submitting documents with Drag and Drop Upload	
4. To upload a file by the drag and drop method, the user must either with a held click, drag a file/s from their computer's desktop or open a folder and click and hold the files wanted to be uploaded and simply drag those files until the cursor is over the Drag-n-Drop box, a green plus sign will appear next to the cursor and the file's name will appear. Let go of the held click. The file will be added to the drag and drop box.	
5. Before uploading the files, the user should check the selected documents in the Drag-n-Drop box and make sure the files are in the proper file types that iThenticate accepts. If a file has been added that you would like to remove, select the file by clicking on it. It will become highlighted, and click on the *Remove* button to remove that file.	
6. Once the user has selected the specific files to upload, click on the *Upload* button to upload the files in the Drag-n-Drop box	

The Drag-n-Drop option allows the user to upload as many 1000 files and up to 200MB total for upload. File size may not exceed 20MB. The Drag-n-Drop contains a summary feature that displays the amount of files and total size of all the files that have been added to the Drag-n-Drop box.



Cut & Paste

The cut and paste submission option allows users to submit information from non-supported word processors or file types, or to only submit specific parts or areas of a document that may need a Report generated.

Please note that only text can be submitted via the cut and paste method - any graphics, graphs, images, and formatting are lost when pasting into the text submission box.

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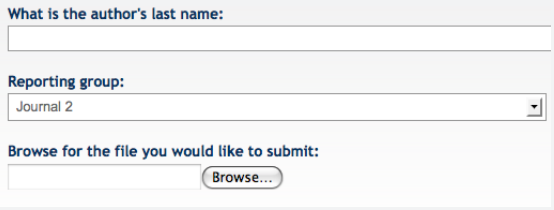
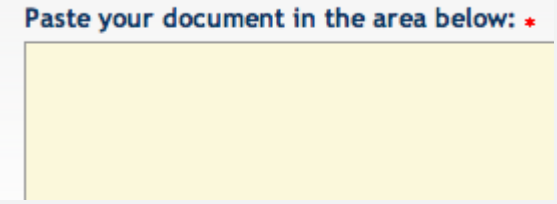
Submitting by Cut and Paste	
1. In the Info/Action column under *Submit a document* click on the *Cut & Paste* link	
2. (Optional) The document will be uploaded to whichever folder was selected before clicking on the *Copy & Paste* link. The user does have the option to upload the document to a different folder by using the *Upload a folder:* pull-down menu	
3. Although the *What is the document title:* field is optional it is recommended to enter a document title for cut and paste submissions If no title is entered, iThenticate will name the cut and pasted document, *Pasted Document*	
4. (Optional) Enter information for the following fields: *What is the author's first name:* and *What is the author's last name:*	
5. If the iThenticate account administrator has given the user the ability to choose which reporting group they can upload documents to, the *Reporting group* pull down menu will appear within the upload a file screen	
6. Copy the selected text, click into the area provided in the *Paste your document in the area below:* and paste the copied text	
7. Click the *Upload* button to submit the pasted text	

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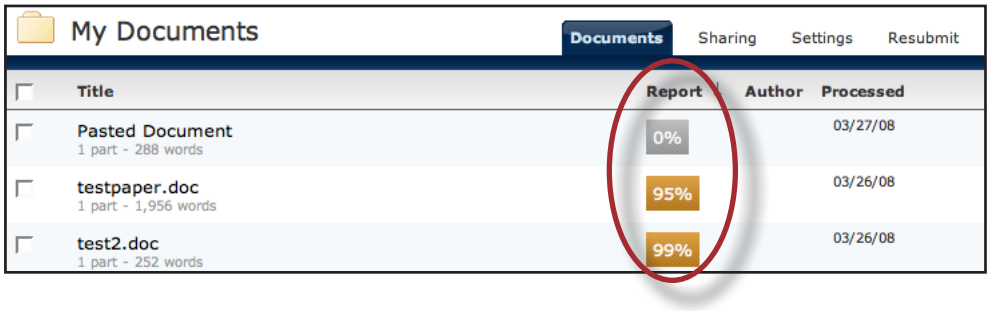
Viewing Reports

iThenticate Reports provide an overall similarity index for each submission. This index determines the percentage of similarity between a submission and information existing in the iThenticate databases selected as search targets.

To view a Report click on the folder that the document was submitted to and then click on the similarity index icon under the *Report* column.

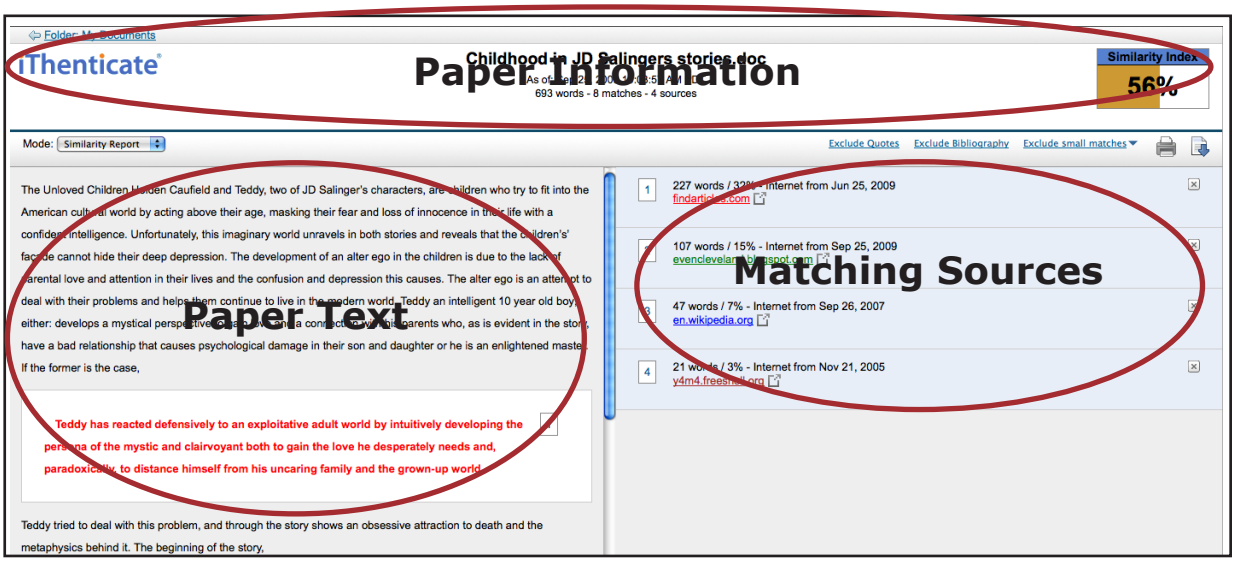


Clicking on the similarity index icon opens up the Report. The Report is separated into three main areas in the default view. These three areas are:

- **paper information** - the top of the report page shows information about the submitted paper. This includes the paper title, the date the report was processed, the word count, the number of matches found in the selected databases, and the similarity index

- **paper text** - the text of the submitted paper. Matching text is highlighted in a color that corresponds to the matching source listed on the right side of the Report

- **matching sources** - the list of matching sources for the highlighted areas within the paper text


Paper Information
Childhood in JD Salingers stories.doc
693 words - 8 matches - 4 sources
Similarity Index
56%
Mode: Similarity Report
Exclude Quotes
Exclude Bibliography
Exclude small matches
Paper Text
Matching Sources
227 words / 32% - Internet from Jun 25, 2009
107 words / 15% - Internet from Sep 25, 2009
47 words / 7% - Internet from Sep 26, 2007
en.wikipedia.org
21 words / 3% - Internet from Nov 21, 2005
Teddy has reacted defensively to an exploitative adult world by intuitively developing the
Teddy tried to deal with this problem, and through the story shows an obsessive attraction to death and the
metaphysics behind it. The beginning of the story,

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Warning: The similarity indices do not reflect iThenticate's assessment of whether a paper has or has not been plagiarized. Similarity Reports are simply a tool to help our clients find sources that contain text similar to the submitted documents. The decision to deem any work plagiarized must be made carefully, and only after an in depth examination of both the submitted paper and suspect sources.

Viewing Modes

There are four modes in which to view a Report:

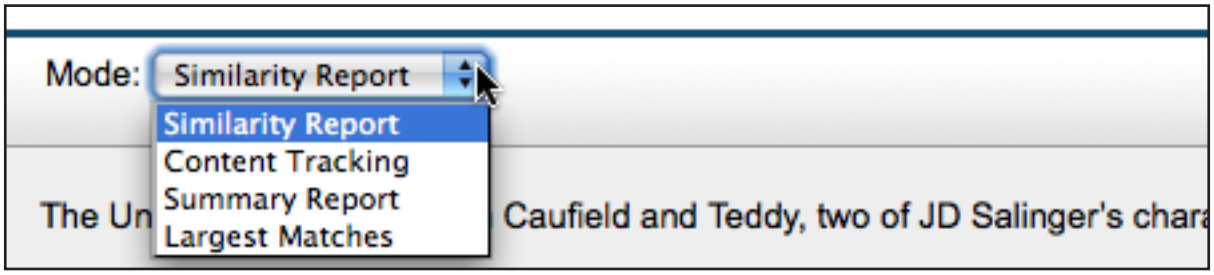
- **Similarity Report** - this is the default viewing mode for the Report. Provides a list of all areas of the paper which have similarity to information in the iThenticate databases. Matches are color coded and listed from highest to lowest percentage of matching word area within the submission. Only the top or best matches are shown, all underlying matches are visible in the Content Tracking viewing mode. By clicking on the highlighted area of the text, the matching sources displays the actual source from the website and which part of the original writing was matched with the submitted document

- **Content Tracking** - the content tracking similarity report view mode lists all the matches between the databases and the submitted document. Since iThenticate updates its database regularly it may have many matches from the same source. The sources that are the same will specify when they were copied from the internet. Content Tracking mode is the only viewing mode in which to view the *Exclude small matches* feature

- **Summary Report** - a simple, printable list of the matches found followed by the paper with the matching areas highlighted

- **Largest Matches** - the report shows the percentage of words that are a part of a matching string of words (with some limited flexibility), in the Content Tracking view the report shows the percentage of matching words for a source regardless of whether or not the words are pieces of matching strings. In some cases, strings from the same source may overlap, in which case, the longer string in the Largest Match view will be displayed.

To select the view mode, click on the *Mode:* pull-down menu and select a viewing mode.



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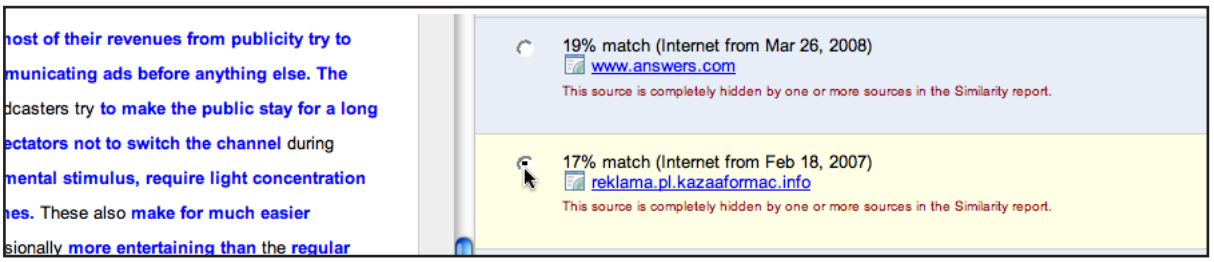
Changing Viewing Modes

By default the Report opens in the *Similarity Report* view mode which displays the highest matches within the matching sources. In some cases smaller areas of similarity may be obscured by larger matches and not shown with this view mode. To find the underlying sources, use the *Content Tracking* view mode to show an exhaustive list of the sources.

When a viewing mode has been changed by selecting it from the View: pull-down menu, the *Similarity Report* browser window will reload to display this view.

The *Content Tracking* view mode when selected, lists all sources, even those that are obscured by larger percentage matches in the default view. Select a source to display on the document to the left by clicking on the radio button next to a source. When printing, this view mode will print only the currently selected source.


ost of their revenues from publicity try to
municating ads before anything else. The
dcasters try to make the public stay for a long
ectators not to switch the channel during
mental stimulus, require light concentration
es. These also make for much easier
sionally more entertaining than the regular
19% match (Internet from Mar 26, 2008)
www.answers.com
This source is completely hidden by one or more sources in the Similarity report.
17% match (Internet from Feb 18, 2007)
reklama.pl.kazaaformac.info
This source is completely hidden by one or more sources in the Similarity report.

Users may also view the Report showing only matching text and source links without the matching sources view. This is known as the *Summary Report* view mode. This view mode allows a user to view a source in its original format from the internet, or from the iThenticate database if the source is a journal or periodical, by clicking on the name of the source at the top of the Report. The Summary Report view mode is similar to the printed view of the Report.

22% match (Internet)
www.monthlyreview.org
19% match (Internet from Jun 17, 2007)
en.wikipedia.org
Technology has had a great effect on modern communication making it possible to spread rumors and news instantaneously through a variety of appliances. Not only
communication changed drastically within the past 20 years but the freedom to communicate has improved as well. Instead of the T.V., radio and newspaper domina
news and journalism the new technology like blogs can give a regular person without a background in journalism a voice that can be heard by thousands of people. T

The last mode is the Largest Matches viewing mode. This mode is very similar to the default mode but with one main difference, this viewing mode shows the percentage of words that are a part of a matching string of words, so the percentage for a matching source may change in this viewing mode.

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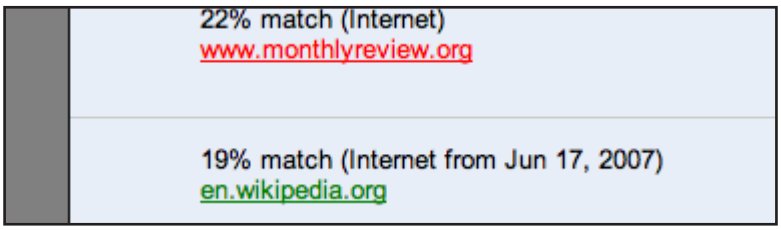
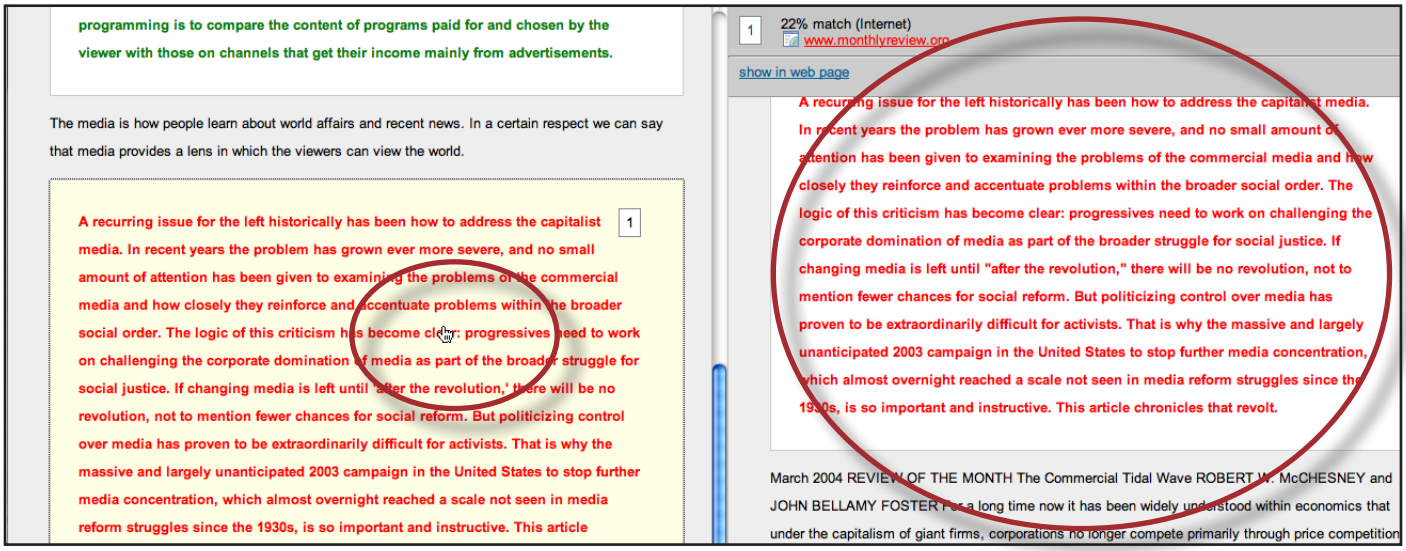
Viewing the Matching Source

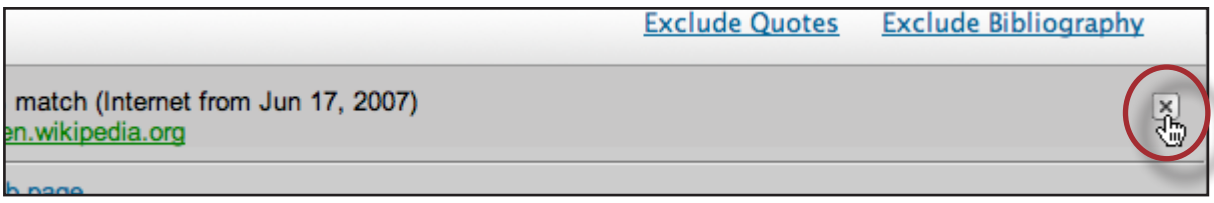
The matching source can either be viewed from the database or from the internet source. To view the internet source simply click on the link under the percentage of similar material found in the submitted document.



To view the matching material side by side with the submitted document, use either the *Similarity Report* view, the *Content Tracking* view or *Largest Matches* view. To view the matching content in the Matching sources area of the Report, click on the highlighted text within the submitted document. Once clicked the source material will be displayed to the right of the submitted document from the matching database source.


programming is to compare the content of programs paid for and chosen by the viewer with those on channels that get their income mainly from advertisements.
The media is how people learn about world affairs and recent news. In a certain respect we can say that media provides a lens in which the viewers can view the world.
A recurring issue for the left historically has been how to address the capitalist media. In recent years the problem has grown ever more severe, and no small amount of attention has been given to examining the problems of the commercial media and how closely they reinforce and accentuate problems within the broader social order. The logic of this criticism has become clear: progressives need to work on challenging the corporate domination of media as part of the broader struggle for social justice. If changing media is left until "after the revolution," there will be no revolution, not to mention fewer chances for social reform. But politicizing control over media has proven to be extraordinarily difficult for activists. That is why the massive and largely unanticipated 2003 campaign in the United States to stop further media concentration, which almost overnight reached a scale not seen in media reform struggles since the 1930s, is so important and instructive. This article
22% match (Internet)
www.monthlyreview.org
show in web page
A recurring issue for the left historically has been how to address the capitalist media. In recent years the problem has grown ever more severe, and no small amount of attention has been given to examining the problems of the commercial media and how closely they reinforce and accentuate problems within the broader social order. The logic of this criticism has become clear: progressives need to work on challenging the corporate domination of media as part of the broader struggle for social justice. If changing media is left until "after the revolution," there will be no revolution, not to mention fewer chances for social reform. But politicizing control over media has proven to be extraordinarily difficult for activists. That is why the massive and largely unanticipated 2003 campaign in the United States to stop further media concentration, which almost overnight reached a scale not seen in media reform struggles since the 1930s, is so important and instructive. This article chronicles that revolt.
March 2004 REVIEW OF THE MONTH The Commercial Tidal Wave ROBERT W. McCHESNEY and JOHN BELLAMY FOSTER For a long time now it has been widely understood within economics that under the capitalism of giant firms, corporations no longer compete primarily through price competition

To exit the matched database content, click on the x button to the right of the similarity percentage to return to all the matching sources.



To return to the Folders page from the Report click on the *Return to Folders View* link at the top left of the Report.

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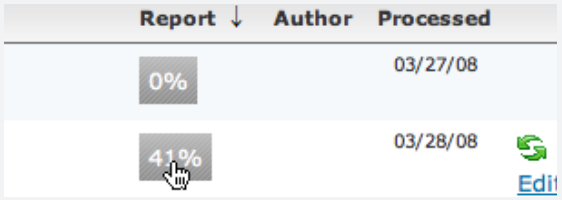
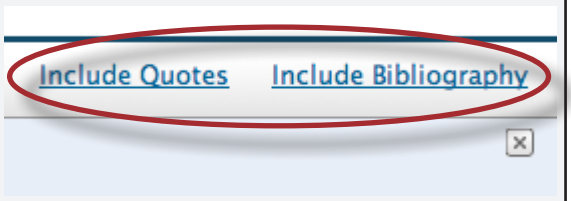
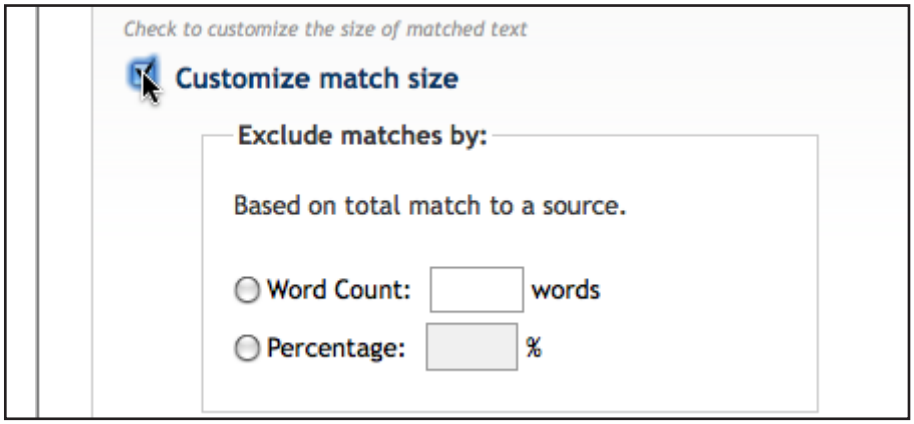
Excluding Quoted or Bibliographic Material

If quoted or bibliographic material is flagged as similar or matching, this information can be removed from the Report. When quoted or bibliographic material is excluded from a Report it may change the percentage of matching text found within the submission.

Excluding quoted or bibliographic matches:	
1. Open a Report	
2. Click on the *Exclude Quotes* or *Exclude Bibliography* links	
3. Review the revised report. Quoted or bibliographic material can be reincluded by clicking the *include quotes* or *include bibliography* links	

Exclude Small Matches

The exclude small matches option allows iThenticate users to remove matches from the *Content Tracking* report viewing mode that fall below a certain percentage or word count. The exclude small matches option can be applied as a folder setting or to individual Reports. To exclude small matches at the folder level click on the *Customize match size* option when creating a new folder or within a folder's settings page. Place a value within either the *Word Count* or *Percentage* fields for the match size you would like to be excluded from the Content Tracking mode. Click on the *Create* or *Update* Settings buttons to either create or update the folder settings.


Check to customize the size of matched text
Customize match size
Exclude matches by:
Based on total match to a source.
Word Count: words
Percentage: %

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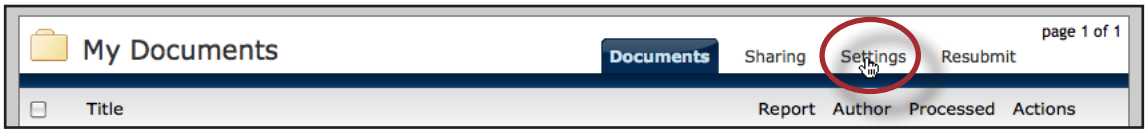
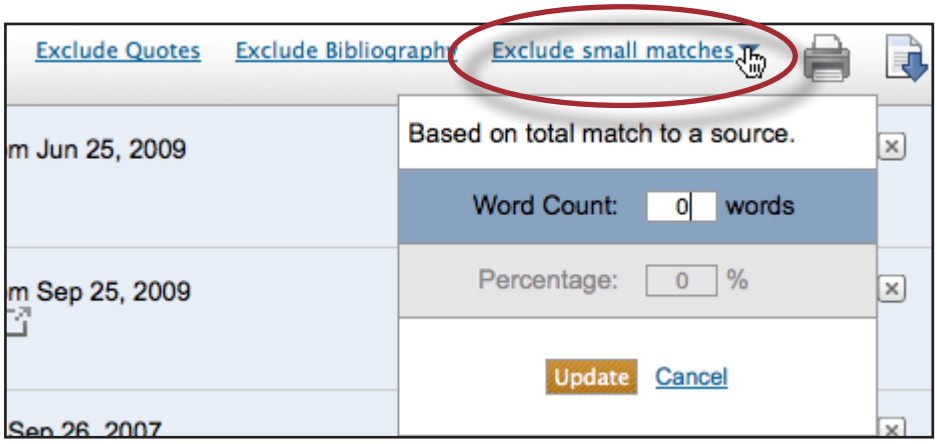
When exclude small matches is set for a folder, each Report generated for a submission will automatically remove every match within the *Content Tracking* mode under the specified value. Documents that were in the folder prior to adjusting the exclude small matches option will not be affected. The similarity index may recalculate if any matches excluded from the *Content Tracking* mode affect the similarity index. The *Customize match size* option can be updated at any time within a folder by clicking on the Settings tab.



To apply or adjust the exclude small matches feature within a Report, open up a Report and click on the *Exclude small matches* link. Place a value within either the *Word Count* or *Percentage* fields for the match size you would like to exclude from the *Content Tracking* mode and click *Update* to apply the changes.



Excluding a Match

Any source or match source found in the iThenticate Database can be excluded from the Report View in either the *Similarity Report* or *Largest Matches* viewing modes. This allows the user to find any underlying sources or, if it has been determined a match is not needed, to remove it from consideration. The similarity index will be recalculated and may change the current percentage of the similarity index if matches are excluded.

To exclude a match, the user must open a Report and view it in the *Similarity Report* or *Largest Matches* mode. To the right of each source listed for a match will be a gray X icon. Click on this icon to exclude the source. Any underlying source, if present, will replace the excluded source.

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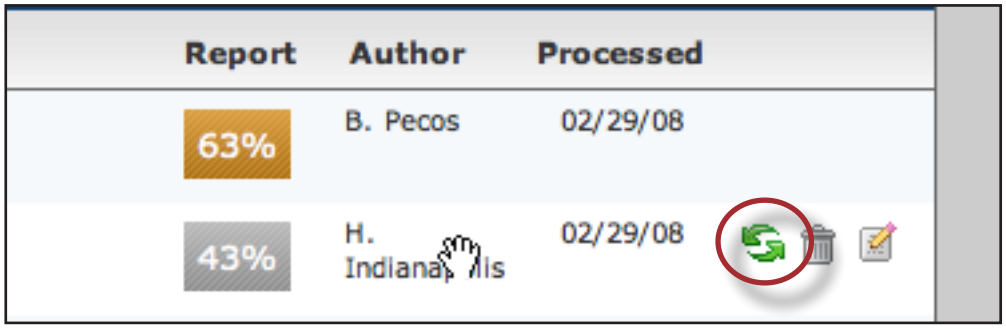
Once a source has been excluded it can be reincluded to the Report through the *Content Tracking* viewing mode. The *Content Tracking* view mode lists all sources that have matching content with the submission. The excluded sources will appear with a plus icon to the right of their name within this view mode. To reinclude the source within the Report, click on the plus icon.

22% match (Internet)
monthlyreview.org
This source has been manually excluded from the Similarity report
22% match (Internet from Sep 24, 2005)
www.selvesandothers.org

Resubmit a Document

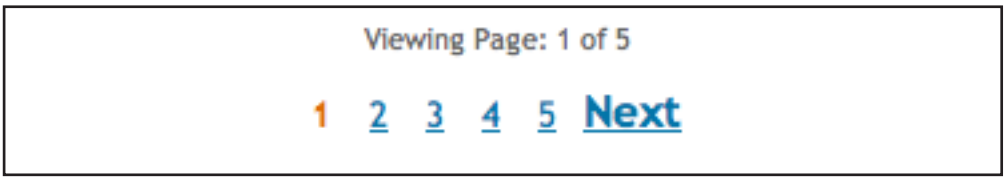
Documents can be resubmitted to update the Report, in case any new material has been added to the databases. When the cursor is placed over a document, the green resubmit icon, the trash icon, and the edit icon appears. Click on the resubmit icon, a prompt will appear asking *Resubmit this document now?.* Click OK to resubmit the document.



For further resubmission details, please view the Resubmit Tab section of this manual.

Document Pages

Only a specified amount of documents are displayed on the screen at once, if more documents are in the folder but not displayed the pages feature will appear beneath the documents. Either select which page you would like to be displayed by clicking on the page number or click on the *Next* link to scroll to the next page of documents.



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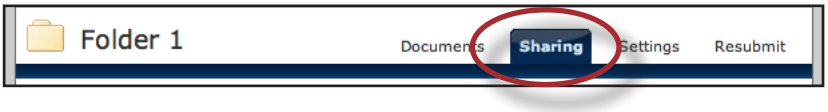
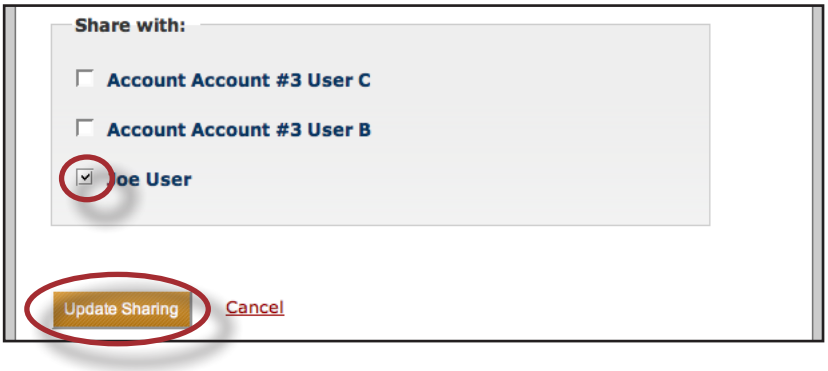
Sharing Tab

The sharing feature allows the iThenticate user to share folders with other users added to the same account. To view the sharing options click on the sharing tab. The sharing options list the users on the iThenticate account the folder can be shared with.



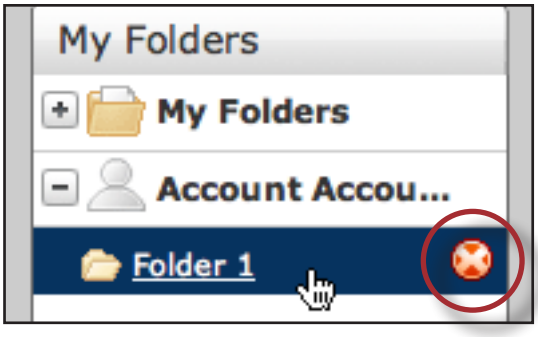
To share a folder, click on the check box next to the user's name that you would like to share with and then click on the *Update Sharing* button.



When a folder has been shared with another user, that user can only view the Similarity Report and is unable to submit a document to the folder.

Once a folder has been shared, there are two ways to have the folder not shared: either by the user who shared it or by the user who it is being shared with. If the user who is sharing the folder decides not to share it anymore, simply uncheck the box next to the users name who the folder is being shared with and click on the *Update Sharing* button.

For the user who a folder has been shared with, the shared folder appears in the users directory. When the cursor is placed over the shared folder a red X icon appears to the right of the folder name. Click on the X icon to have the folder not shared with you anymore.



Note: Account Administrators will enable or disable sharing access based on your company's internal guidelines. Please check with your account administrator. If the sharing feature is disabled, users will not be able to view previously shared documents.

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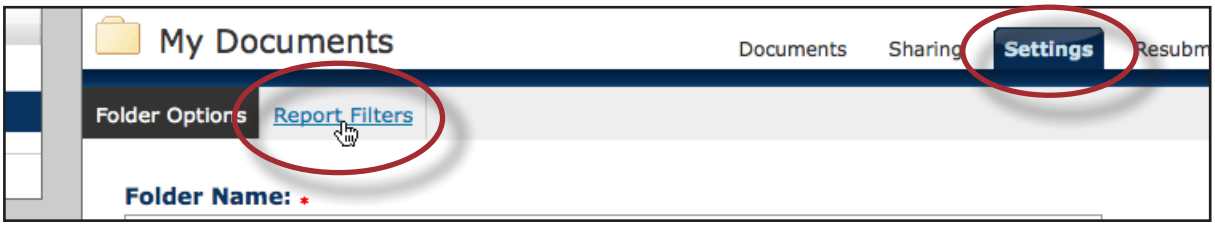
Settings Tab

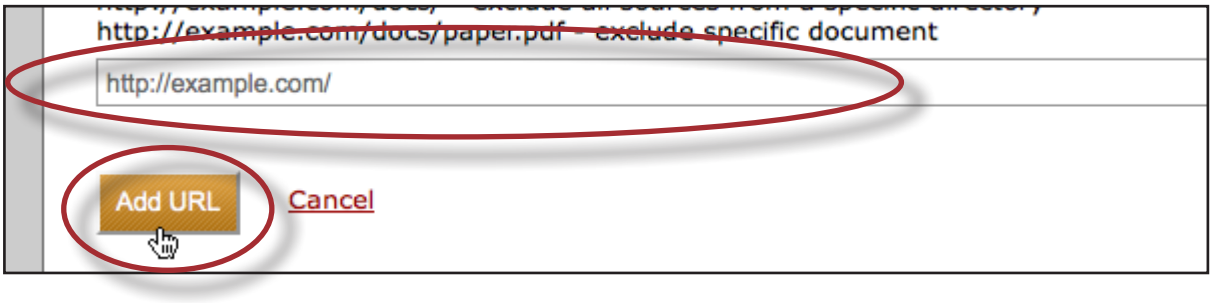
The Settings tab within a folder allows a user to customize the folder's settings at any time. The Settings tab within a folder contains two tabs: Folder Options and Report Filters. The Folder Options contains similar material as the folder creation screen, and this information can be updated at any time. The Report Filters tab allows a user to manage a list of URLs that are filtered out of the matching content search when a report is being generated for the folder. To add a URL to be filtered, first click on the Report Filters tab within the Settings tab.



When adding a URL, the URL may be as specific or general as you wish. Here are some examples:

- http://example.com/ - exclude entire site (note trailing "/")
- http://example.com/docs/ - exclude all sources from a specific directory
- http://example.com/docs/paper.pdf - exclude specific document

To add a URL simply place it within the Add URL field and click on the Add URL button to add that URL to the report filters.



To remove a URL once it has been added to the Report Filters, click on the red x icon to the right of the URL's name.

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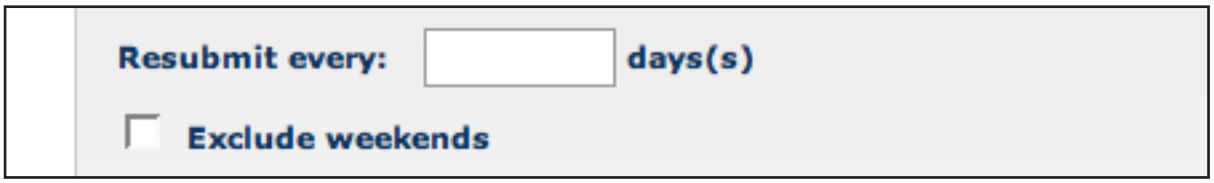
Resubmit Tab

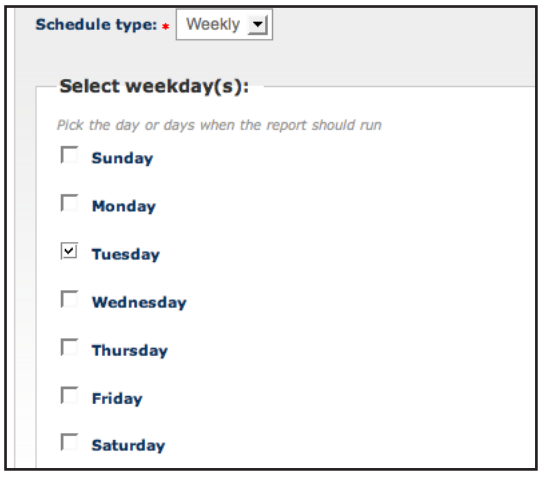
The Resubmit tab helps the user program resubmissions so they won't have to individually resubmit each document. With extensive options the user can control how frequently resubmissions take place. Within the resubmit tab there are four different options:

- **How often would you like "(Folder Name)" checked for similarity?** - Select from the *Schedule type* pull-down menu either daily, weekly, or monthly to decide how frequent resubmissions should be made.

When *Daily* is selected from the *Schedule type* pull-down menu, select how many days before the report is resubmitted from the *Resubmit every: ___ day(s)* option. To exclude weekends place a checkmark in the *Exclude weekends* option.



When *Weekly* is selected from the Schedule type pull-down menu, the Select weekday(s) field will appear. Select the days that you would like reports to be resubmitted weekly.



When *Monthly* is selected from the Schedule type: pull-down menu there are two options that can be selected by clicking on the radio button. You can select a day that is checked every month or couple of months or you can select a week and weekday within a month to be checked for every (selected number of) month(s).

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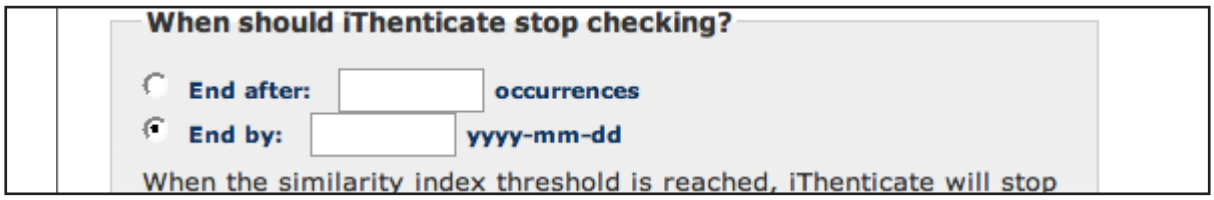
- **When should iThenticate stop checking? -** The user can select to end resubmissions either after a specified amount of resubmissions, or with an end date.



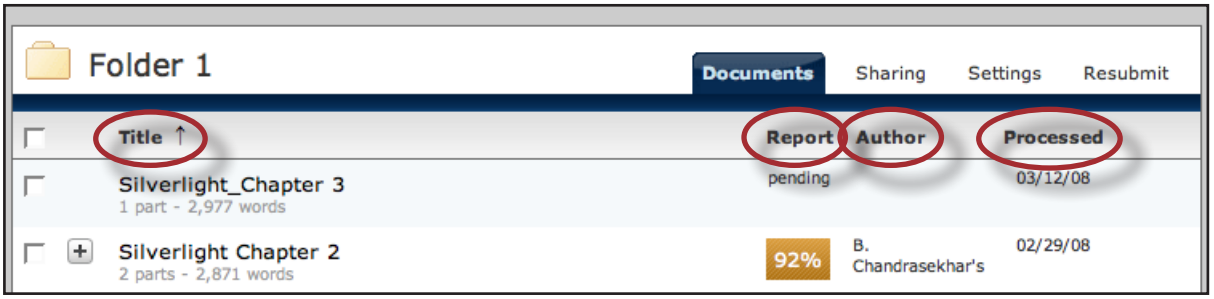
- **Email Notification** - allows the user to select, from pull-down menus, a similarity index threshold and a Content Tracking index threshold, where if any resubmitted document exceeds the threshold they will not be resubmitted. The thresholds are percentages of matching content in increments of 10.

Print and Download Similarity Reports

The iThenticate application uses print style sheets to provide the print feature. To get a print version of a report, you would just use file->print in your browser while viewing a Similarity Report. Likewise, to "download" a copy of a report use the file->print feature in your browser and choose pdf. Browsers will save the files required to view the page locally on your computer.

Organizing Documents

Documents in folders are organized alphabetically by title. When a folder has been clicked the documents tab appears in the main content area of the page. The user has the option to organize the documents within a folder by either Title, Report, Author, or Processed. To sort the folders by one of the column headers, click on the header of that column.



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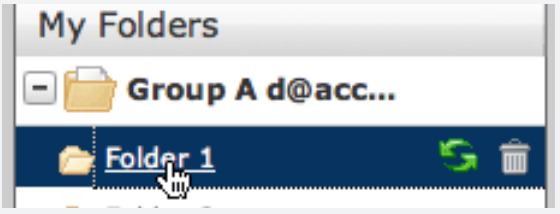
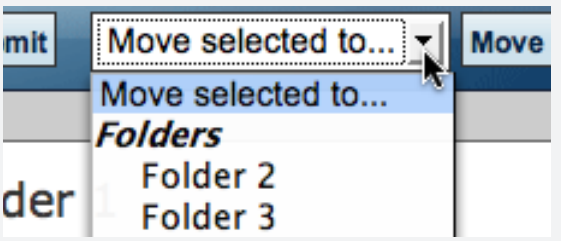
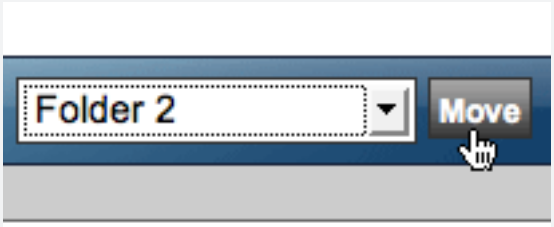
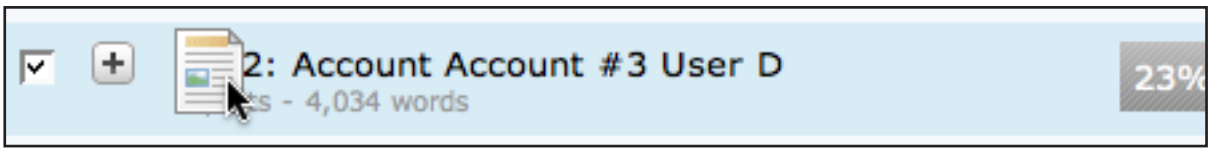
Moving Documents

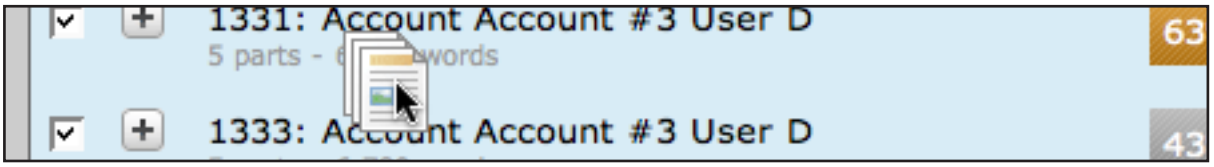
Moving documents is exactly like moving folders.

Moving documents to another folder:	
1. Click on the folder that contains the document you would like to move	
2. Click in the check boxes the documents you would like to move. If you would like to move all documents click in the checkbox next to the title header. All the folders documents will become selected	
3. From the *Move selected to...* pull-down menu on the toolbar, select which folder you would like the documents to be moved to	
4. Click on the *Move* button to move the selected buttons to the folder you selected. The selected documents will be moved to the new folder.	

Documents can also be moved by clicking and dragging a document to another folder. To drag multiple files to a new folder place a check mark next to the documents you would like to move. Hold down a click on the file that you would like to drag and move the cursor, a document icon will appear.



If multiple documents are selected by placing a check next to the documents, a slightly different icon will appear.



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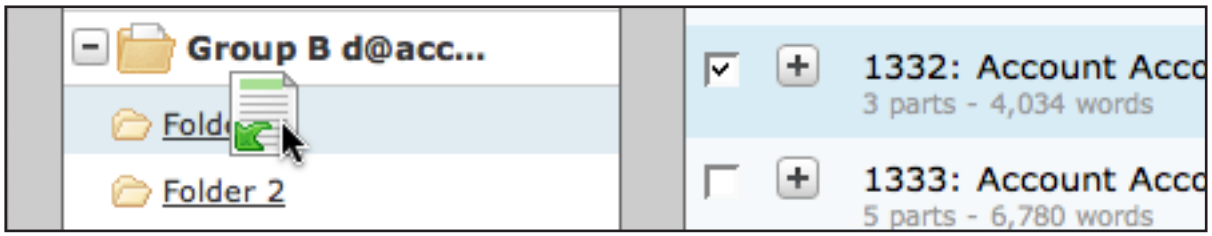
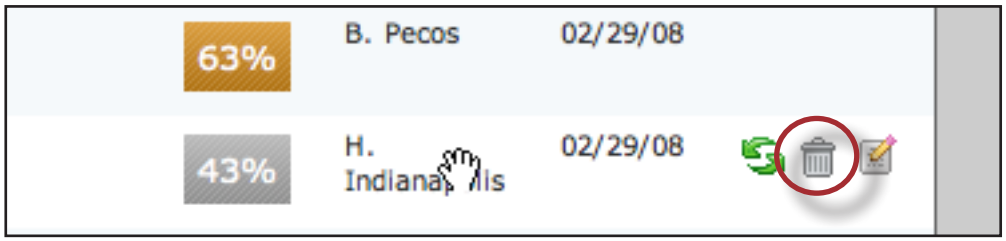
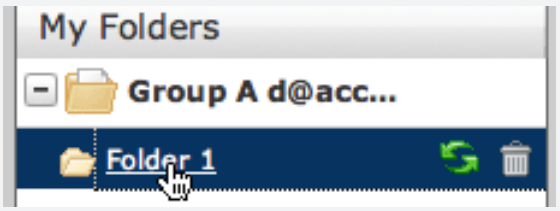
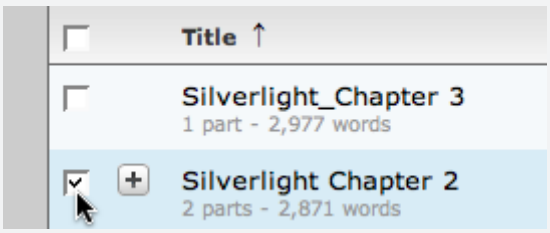
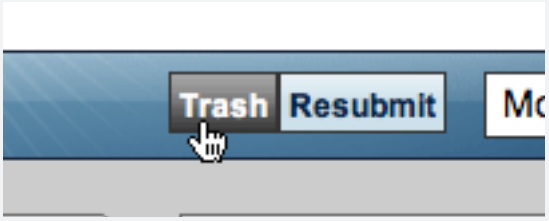
Drag the document/s to the folder you would like to move it too, the green document drop icon will appear. Let go of the held click over the folder you would like to move the document/s, and they will be moved to that folder.



Deleting Documents

Documents can be deleted in two ways. To delete a document from the main content area simply click on a group and hover the cursor over the document that the user wants to delete and three icons will appear: a refresh icon, a trash icon, and an edit icon. Click on the trash icon to delete the document.



Deleting a document	
1. Click on the folder that contains the document(s) that the user wants to delete	
2. Place a check mark next to each document that the user wants to delete by clicking in the empty check boxes to the left of the document's name. To select all documents, place a check in the check box next to the *Title* column header	
3. Click on the *Trash* button on the toolbar to send all checked documents to the Trash	

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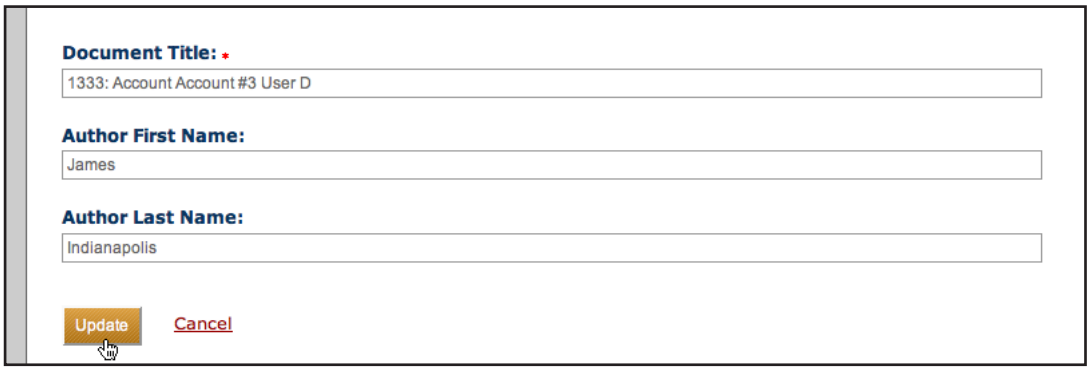
To edit the documents title or the name of the author, click on the edit icon.

The edit document page will appear. If any changes have been made, click on the *Update* button to save the changes to the document.



Search for Documents

The search function allows users to search for a documents. Documents can be searched by folder, title, and author. To search all documents, type the criteria into the search text area and click on the *Search* button.

The search results will be displayed in the main content area.

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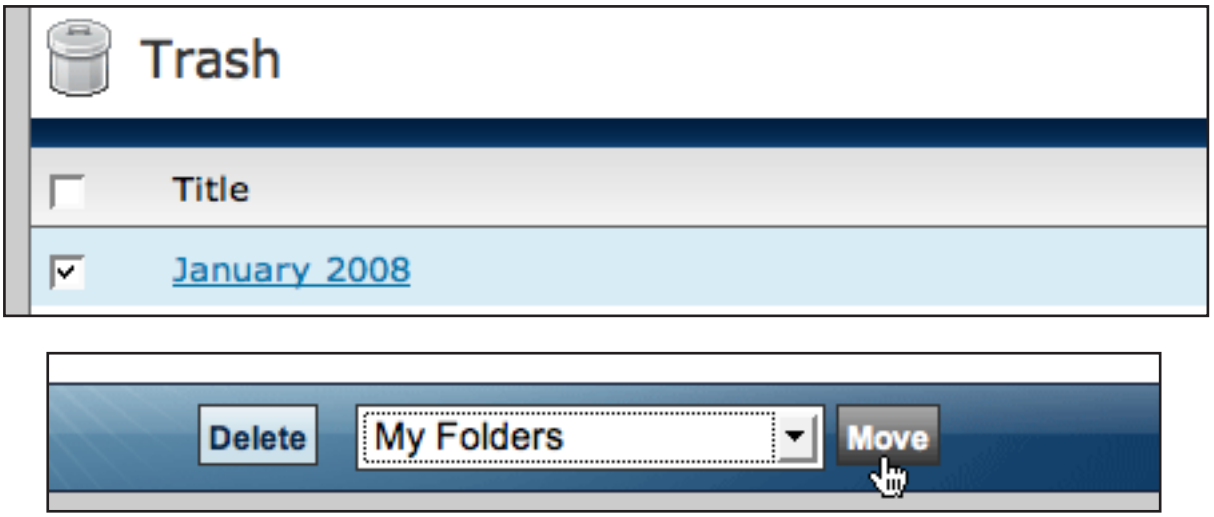
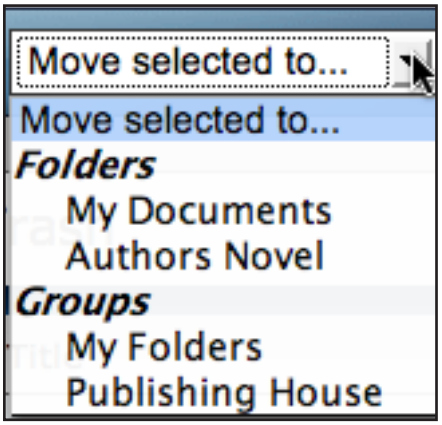
Trash

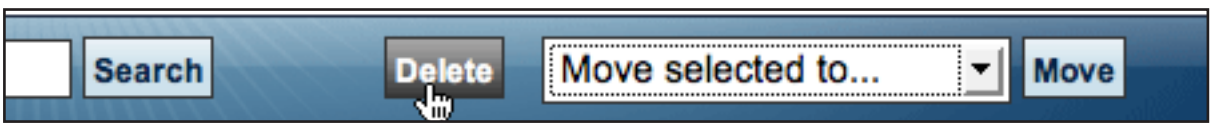
The trash contains all folders or documents that have been deleted. Documents and Folders can be moved out of the trash by using the *Move selected to...* pull-down menu. Select the folder or document wished to be moved out of the trash by clicking into the checkbox next to the folder or document title. Select the folder or folder group destination from the *Move selected to...* pull-down menu and then click on the *Move* button.



Note: Documents can only be moved to folders and folders can only be moved to folder groups. The *Move selected to...* pull-down menu is divided into two sections Folders and Groups. Folders and Documents cannot be moved together they must be moved separately



To permanently delete documents or folders from your iThenticate account, select which ones you would like to delete and click on the *Delete* button.



Note: There is no limit to the amount of Folders and Documents the Trash can contain.

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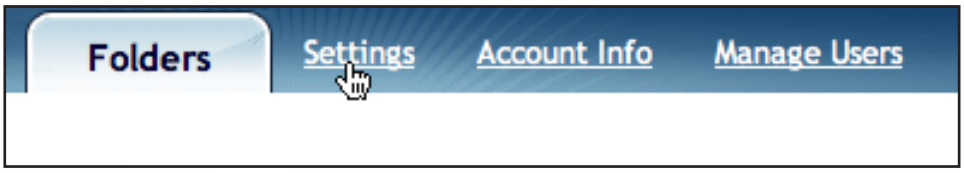
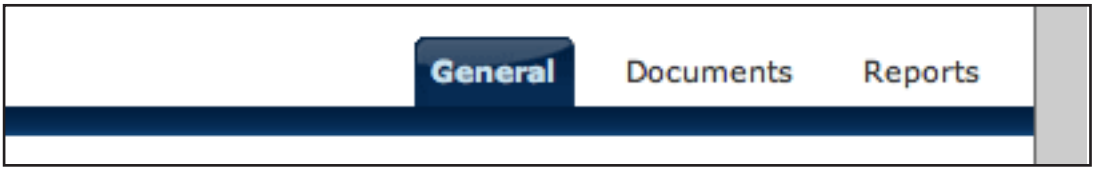
Settings

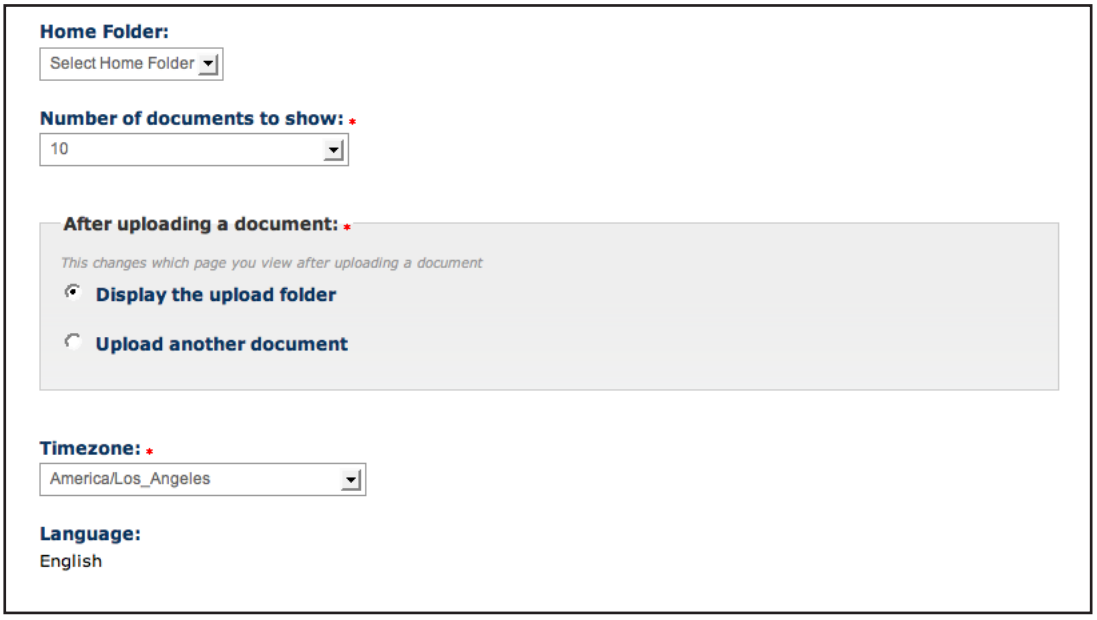
The settings tab on the main navigation allows you to customize your preferences for document and reports. To open the Settings page, click on the Settings link at the top of the screen.



The Settings page has three different tabs:



- **General** - is the default tab and handles general preferences, the home folder, number of documents shown at once in a folder, what screen is displayed after uploading a document, the timezone, and the default language. To adjust any of these options use the pull-down menus to select the available options.



The *After uploading a document* option controls which page is loaded after uploading a document, either the folder page or the upload a document screen.

Once the desired changes have been made click on the *Update Settings* button to save the changes.

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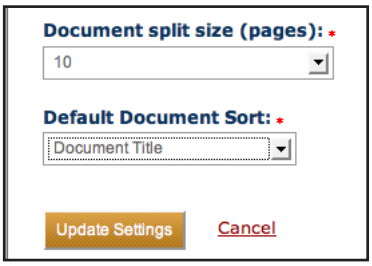
- **Documents** - to open click on the Documents tab. It contains two customizable settings:

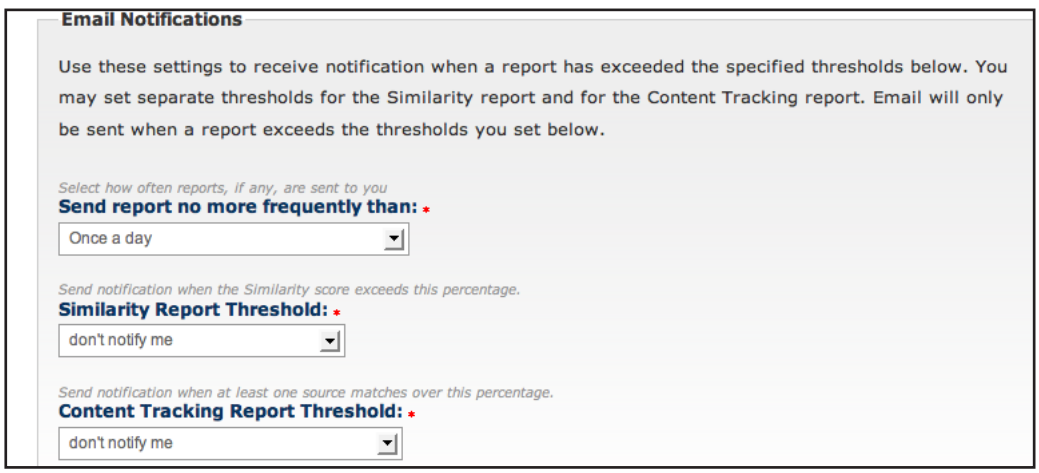
Document split size (pages): this option allows the user to break up a large document into smaller pieces by selecting how many pages a submission contains. This option helps make the Similarity Report more pertinent and easy to review. For example if a 50 page book was uploaded to iThenticate and Document split size was set to 50 and the Similarity Report found 3% of matching material, when in fact the actual amount was a whole page of the book, the Similarity Report would be misleading. If the split size was set to 10, five different Similarity Reports will be generated, four with 0% and the one Similarity Report that was generated containing the matching section will display a much higher percentage of matching material.

Default Document Sort: allows the user to change the default way to sort a document.



- **Reports** - controls three report preferences: Email Notifications, Default Report View, and Color code report.

Email Notifications provides the user with the ability to allow emails sent to them if a Similarity Report exceeds a specified percentage of matching content within the iThenticate database. From the *Send report no frequently than:* pull-down menu, select an amount of time where a single email can be sent to the user's email address. From the Similarity Report Threshold and the Content Tracking Report Threshold pull-down menus, select a percentage value. When any report containing similar material to the iThenticate databases exceeds that percentage value you will be notified with an email.


Email Notifications
Use these settings to receive notification when a report has exceeded the specified thresholds below. You may set separate thresholds for the Similarity report and for the Content Tracking report. Email will only be sent when a report exceeds the thresholds you set below.
Select how often reports, if any, are sent to you
Send report no more frequently than:
Once a day
Send notification when the Similarity score exceeds this percentage.
Similarity Report Threshold:
don't notify me
Send notification when at least one source matches over this percentage.
Content Tracking Report Threshold:
don't notify me

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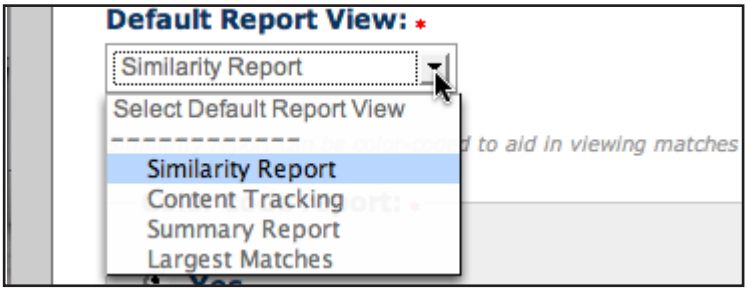
Select the report view that will be the default report view when viewing a similarity report from the Default Report View pull-down menu.



Select whether or not the Similarity Reports are color coded, the default setting is that the reports are color coded.

The Report tab in the Settings page also informs the user which search indexes are currently available for documents to be compared against.

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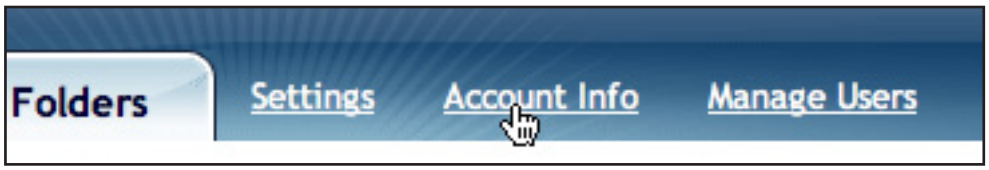
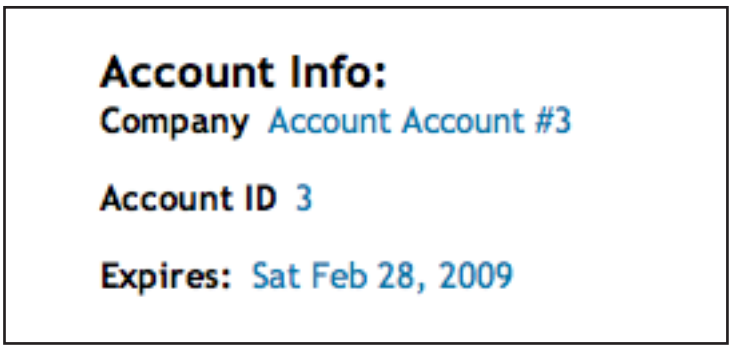
Account Info page

The account information can be updated, viewed or changed at any time within the Account Info page. This page contains the users profile, tracks the account usage which displays how many resubmissions, reports, and users are remaining within an account and also provide access to the account report filters and the API IP addressess. To access the Account Info page click on the Account Info link on the main navigation at the top of the iThenticate window.



The My Profile section of the Account Info page contains your iThenticate user information. Within this section the users name, email, and password can be changed. The user can also upload a picture for their account. To change your user name and email simply enter the new name or email in place of the former name or email and click on the *Update Profile* button below *My Profile.* Please view the **Changing your password** section of this manual to learn how to change your password.

The Account Info: section displays important information about the iThenticate account. This information contains the companies name, the Account ID, and the date the iThenticate account expires.



Filters

The *Filters* tab allows the user to control the URL Filters for an entire account. The Report Filters tab allows a user to manage a list of URLs that are filtered out of the matching content search when a report is being generated for all folders in an account. To add a URL to be filtered, click on the Filters tab.

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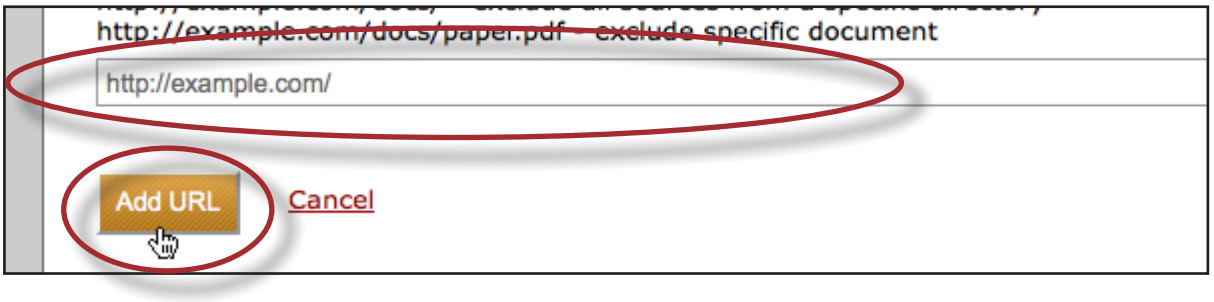
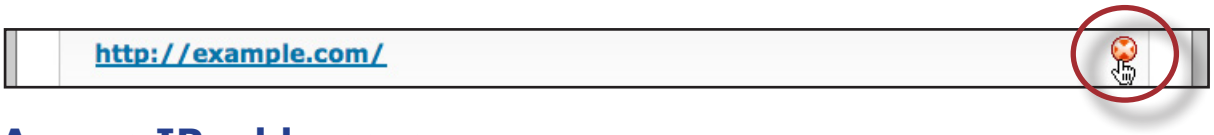
When adding a URL, the URL may be as specific or general as you wish. Here are some examples:

- http://example.com/ - exclude entire site (note trailing "/")
- http://example.com/docs/ - exclude all sources from a specific directory
- http://example.com/docs/paper.pdf - exclude specific document

To add a URL, simply place it within the Add URL field and click on the Add URL button to add that URL to the report filters.

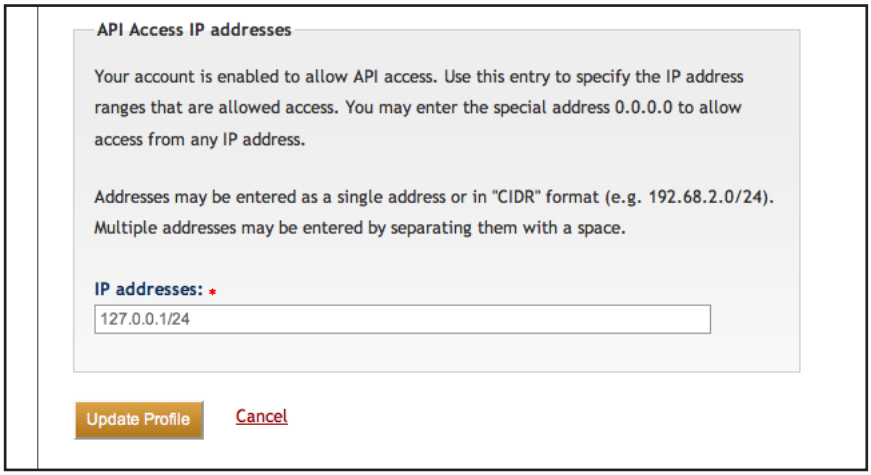


To remove a URL once it has been added to the Report Filters, click on the red x icon to the right of the URL's name.



API Access IP addresses

If you want access to the iThenticate API, you will need to contact your iThenticate account sales representative. If your account is enabled to allow API access, the API Access IP addresses option will appear within your *Account Info* page.


API Access IP addresses
Your account is enabled to allow API access. Use this entry to specify the IP address ranges that are allowed access. You may enter the special address 0.0.0.0 to allow access from any IP address.
Addresses may be entered as a single address or in "CIDR" format (e.g. 192.68.2.0/24). Multiple addresses may be entered by separating them with a space.
IP addresses: *
127.0.0.1/24
Update Profile
Cancel

Within the *IP addresses* field, specify the IP address ranges that are allowed access to your account. You may enter the special address 0.0.0.0 to allow access from any IP address.

Addresses may be entered as a single address or in "CIDR" format (e.g. 192.68.2.0/24). Multiple addresses may be entered by seperating them with a space. For information on how to begin using the iThenticate API, please view the **iThenticate API Guide**.

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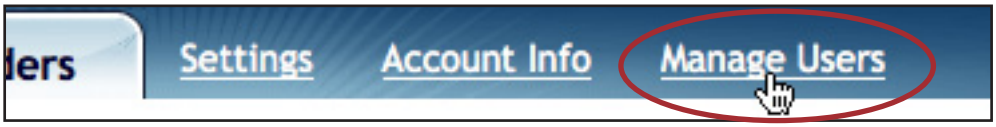
Administrator Manual

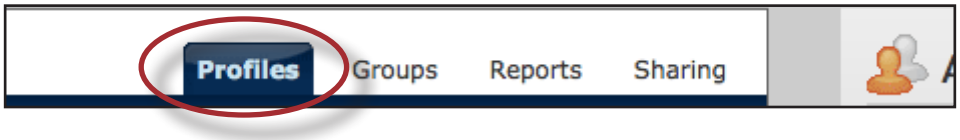
This portion of the manual is for users who are account administrators. An account administrator has access to the *Manage Users* main navigation tab which specifically deals with managing users within an account, creating reporting groups, viewing usage reports, and controlling sharing between users.



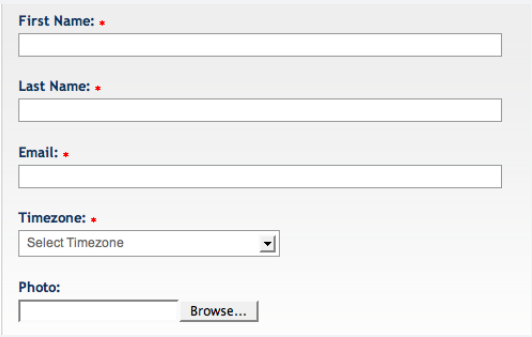
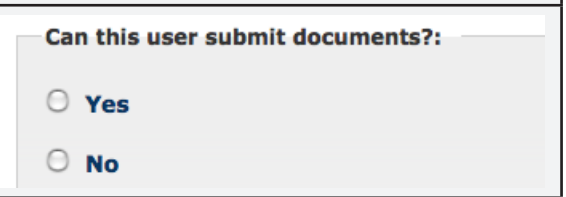
The Manage Users navigation tab contains five content tabs: *Profiles*, *Groups,* *Reports*, *Sharing,* and *Email*.

Profiles tab

The *Profiles* content tab allows account administrators to add new users, edit current user information, send activation emails to created users, deactivate or delete current users from the account.



Adding Users to an Account

Adding a new user	
1. Within the *Profiles* tab click on the *Add New User* link under the column Add Users	
2. Fill out the User Information form by giving the new user a first and last name, an email, a specific timezone, and a photo which is optional	
3. (Optional) Next fill out the Contact Information fields: *Phone #* and *Fax #*	
4. Decide whether or not this user will be able to submit documents or only be a reader of shared documents	

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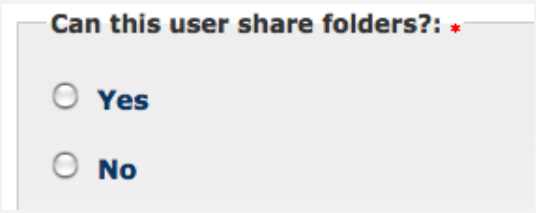
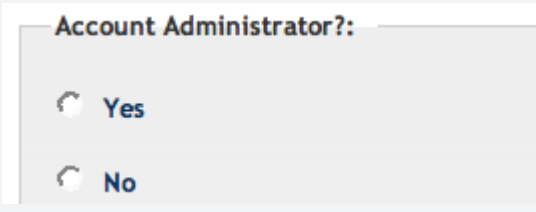
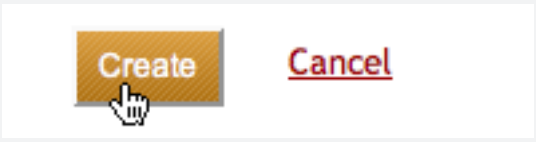
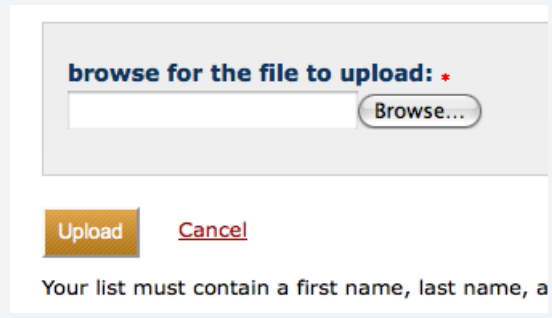
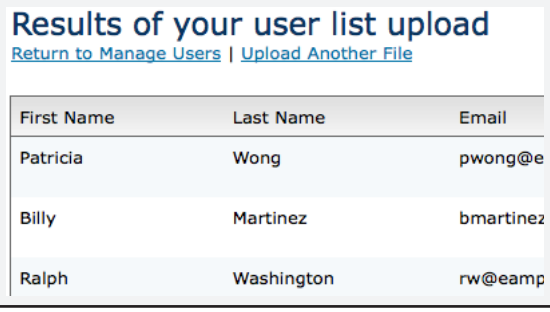
Adding a new user	
5. Decide whether or not this user can share folders with other users	
6. Decide whether or not to make this user an Account Administrator by clicking in the radio buttons for either *Yes* or *No*. Account Administrators have the ability to create and delete users	
7. Click the Create button to add the user to the iThenticate account	

A list of users may be uploaded to an account if the administrator has multiple users to add to an account.

Uploading a user list	
1. Within the *Profiles* tab click on the *Upload User List* link under the column Add Users	
2. For an example of properly formatted user list files click on the *examples* link on the *Upload User List* page	
3. Click on the *Browse* button and locate the file containing the list of users on your computer. Click *Upload* to upload the list	
4. Once the file has been uploaded a list of the uploaded users will be displayed	

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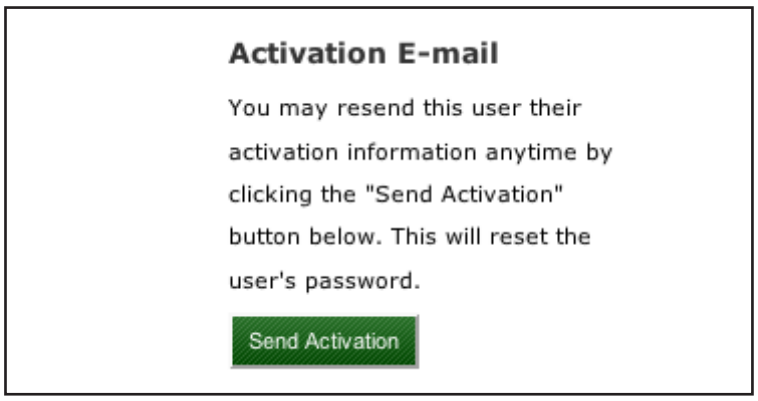
When a user has been created an activation email is sent to them. If the account administrator needs to resend the activation email, click on the *Manage Users* link at the top of the page and then click on the *Edit* button to the right of the user who needs an activation email sent to them.

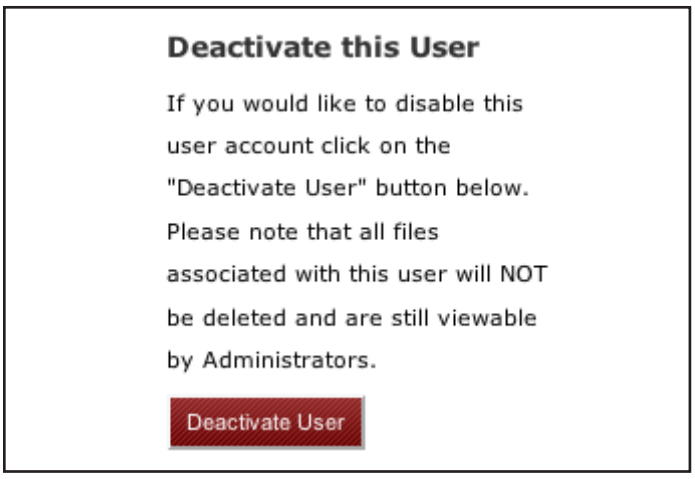
The Editing User Information page will open, to send the activation email click on the green *Send Activation* button.


Activation E-mail
You may resend this user their activation information anytime by clicking the "Send Activation" button below. This will reset the user's password.
Send Activation

Account administrators can edit user information from the Editing User Information page, by clicking on the *Edit* button. The Editing User Information page is identical to the Add New User page. If any information or settings have been changed click on the *Update* button to save the changes.

Deactivating a User

Only account administrators can deactivate a user from an account. To deactivate a user, click on the edit button to the right of the users name that is going to be deactivated. Within the Editing User Information page click on the *Deactivate User* button to deactivate this user.


Deactivate this User
If you would like to disable this user account click on the "Deactivate User" button below. Please note that all files associated with this user will NOT be deleted and are still viewable by Administrators.
Deactivate User

Note: All files associated with this user will NOT be deleted and are still viewable by administrators. Yet the deactivated user can no longer log in to the account.

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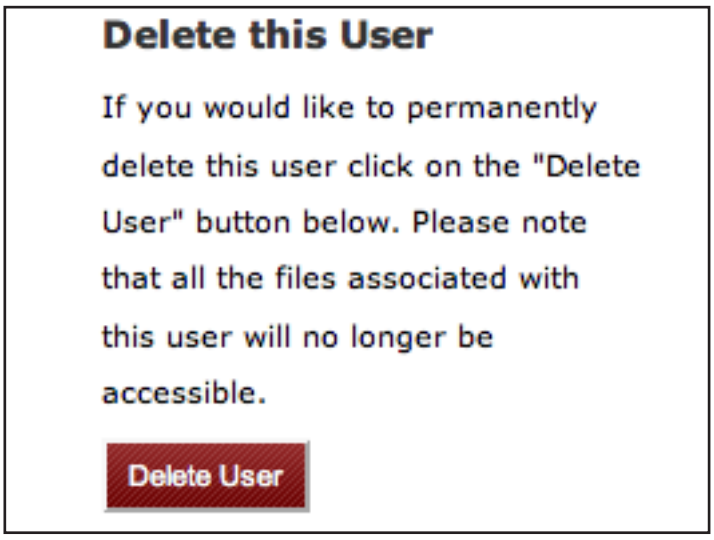
Once a user has been deactivated they can then either be reactivated or deleted from the account completely. Reactivating the user allows the user to regain access to the account and all of their submitted documents and folders. To activate a user who has been deactivated click on the edit button next to the inactive users name on the *Manage Users* page. Then click on the *Activate User* button to reactivate the user.

User Inactive
This iThenticate user is currently inactive. To activate this account, click on the "Activate User" button below.
Activate User

Deleting a User

Only account administrators can delete a user from an account. To delete a user, click on the edit button to the right of the user's name that has been deactivated. Within the Editing User Information page click on the *Delete User* button to permanently delete this user from the account.


Delete this User
If you would like to permanently delete this user click on the "Delete User" button below. Please note that all the files associated with this user will no longer be accessible.
Delete User

⚠ Once a user has been deleted all documents submitted by the user will no longer be accessible by the administrator or by shared users.

If the wrong user was accidentally deleted it can be undone by clicking on the undo link, that appears next to the iThenticate logo, immediately after deleting the user. If the user leaves the Manage Users page the deleted user cannot be undone.

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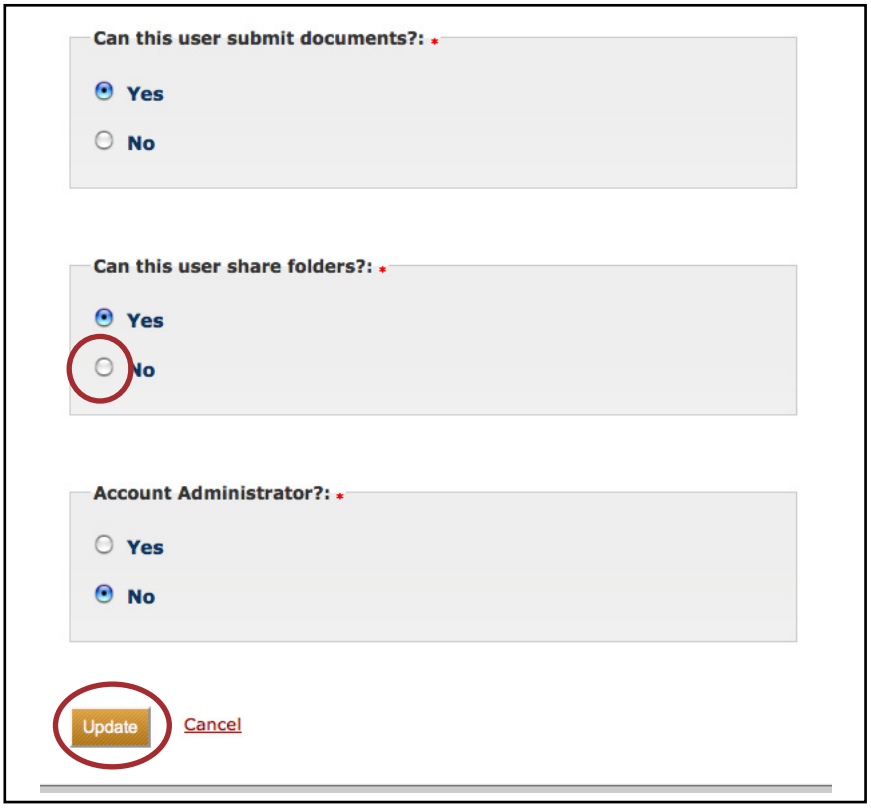
Controlling a User's Abilities

A user's abilities can be edited at any time within a user's profile by clicking on the Edit button to the right of the user's name.

The administrator can toggle four options for each user: *Can select Reporting Group when uploading?,* Can this user submit documents?, Can this user share folders?, and will this user be an Account Administrator?



For example, if a user should be restricted from sharing their folders, click on the *No* radio button for the *Can this user share folders?* option. To save any changes made to the user profile, click the *Update* button.

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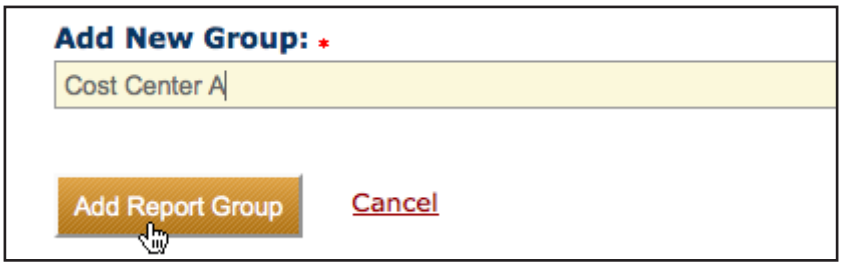
Groups Tab

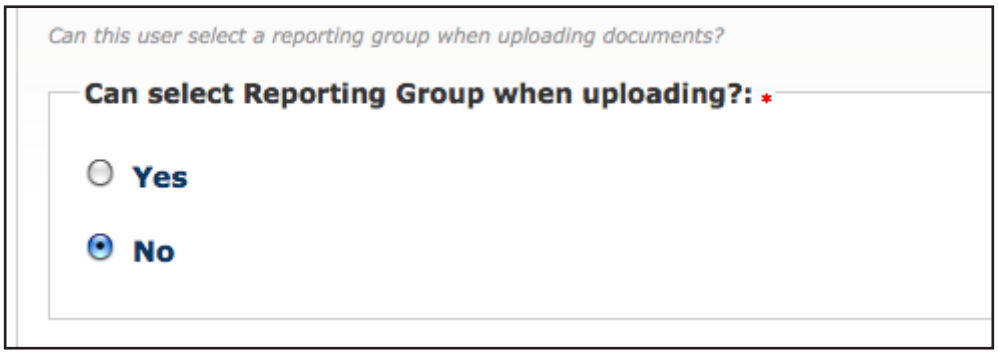
The Groups tab allows the administrator of the account to create user groups and add users to the groups from their user profile. This feature allows the administrator to group users and track the usage statistics of these users within their group when viewing the *Reports* tab section of the *Manage Users* page.

To add a new group, enter a name for the new group in the *Add New Group:* field and click on the *Add Report Group* button to add the group.



Once a group has been created, you can start adding users to the group. To add a user to a group, click on the *Profiles* tab within the Manage Users page. Next to the user's name click on the *edit* button. Within the user's profile use the *Reporting Group* pull-down menu to select which group you want to place the user in. If a user has not been placed in a group they will be assigned with the *Group: Unassigned* within the *Reports* tab.

Administrators can give users the ability to select a reporting group when uploading a document/s. Within a user's profile select either *Yes* or *No* for the *Can select Reporting Group when uploading?* option and click the *Update* button to save the changes. The default is no.



Warning: Enabling this option allows the user to change which cost center/ reporting group the submission will be charged to without administrator interference.

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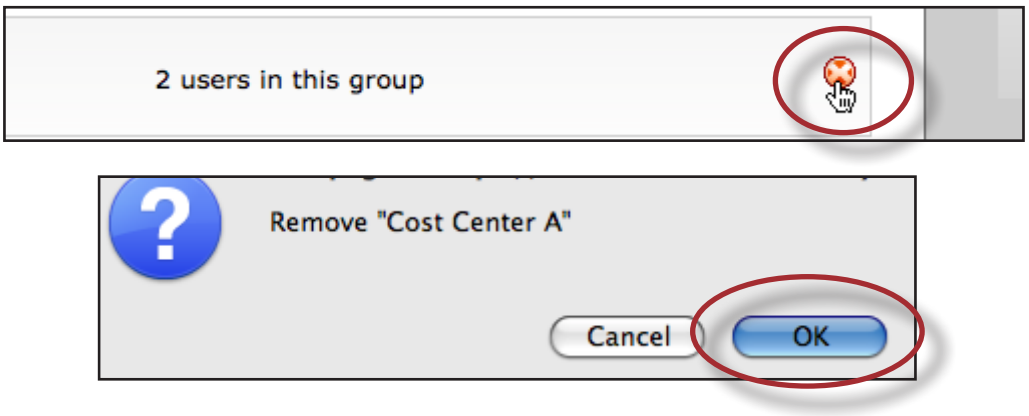
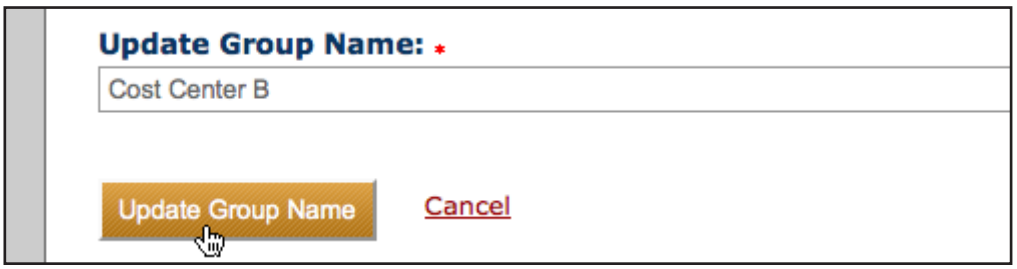
If you would like to delete a reporting group from your account, simply click on the red X icon to the right of the group name. A prompt will open asking you if you want to remove the group, click OK to delete the group.



Note: Removing a reporting group will automatically move that group's information to the unassigned reporting group.

To change the name of a group, click on the group's name.

Within the Update Group Name field change the group's name and click on the Update Group Name button to save the new group name.



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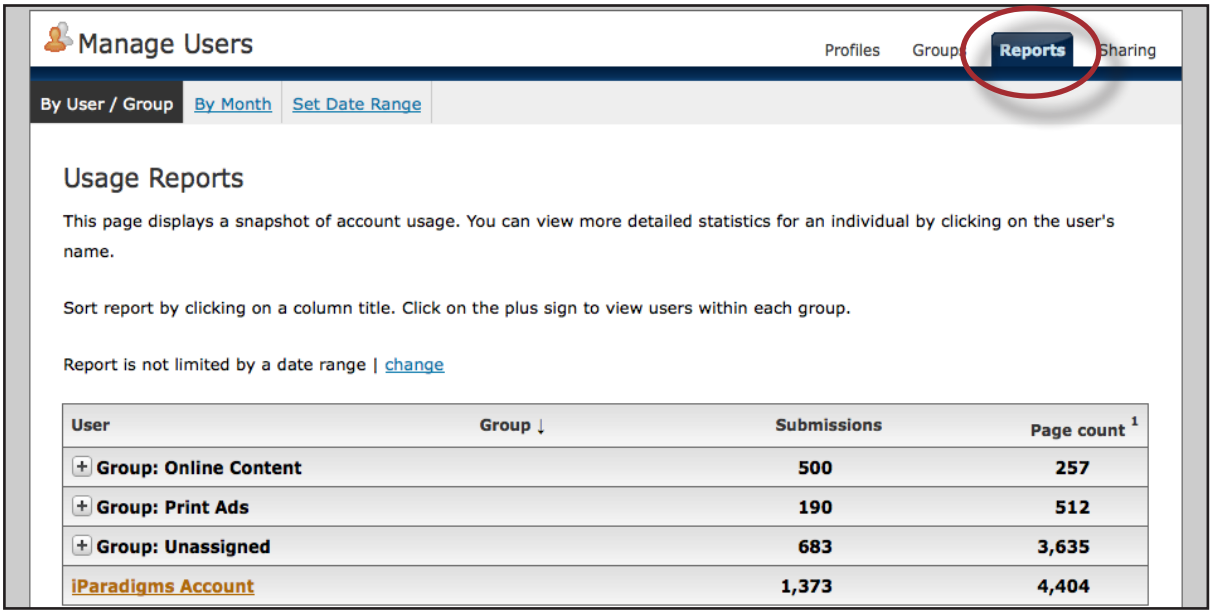
Reports Tab

The *Reports* content tab contains statistics for the overall account, reporting groups, and for the individual users of the account. To view the *Usage Reports* page click on the Reports tab. The *Usage Reports* page keeps track of document submissions made by users in reporting groups and the accumulated page/document count for all submissions within each group and for the entire account. There are three tabs within the Reports tab in which to view usage statistics: By User/Group, By Month, and Set Date Range. These options help an administrator search for specific or general usage statistics.



Click on a group name to view more detailed usage statistics for the users in that group. To get the *Individual Usage Report* click on a user's name within a group to open a page that displays document submissions and page count per month and a total of all submissions made by this user.

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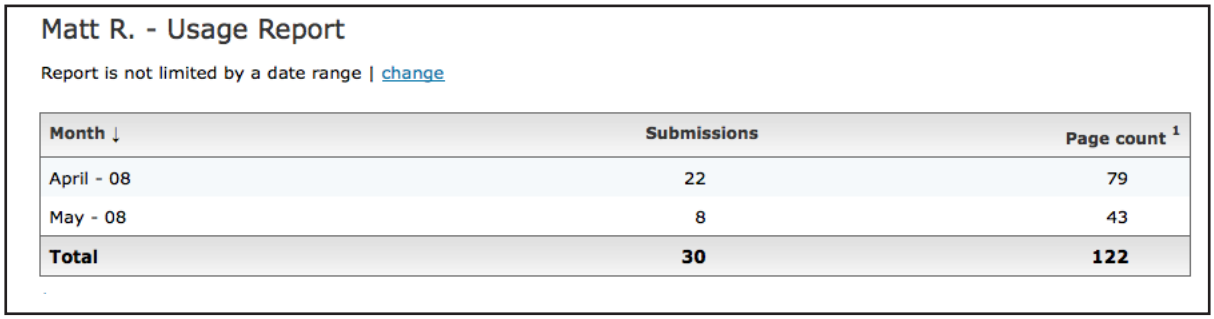
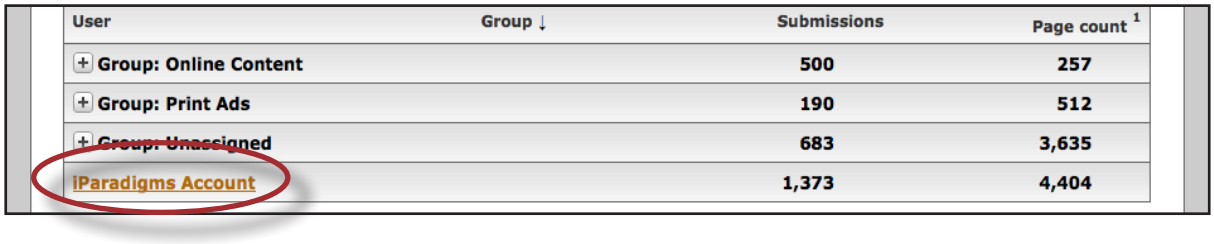
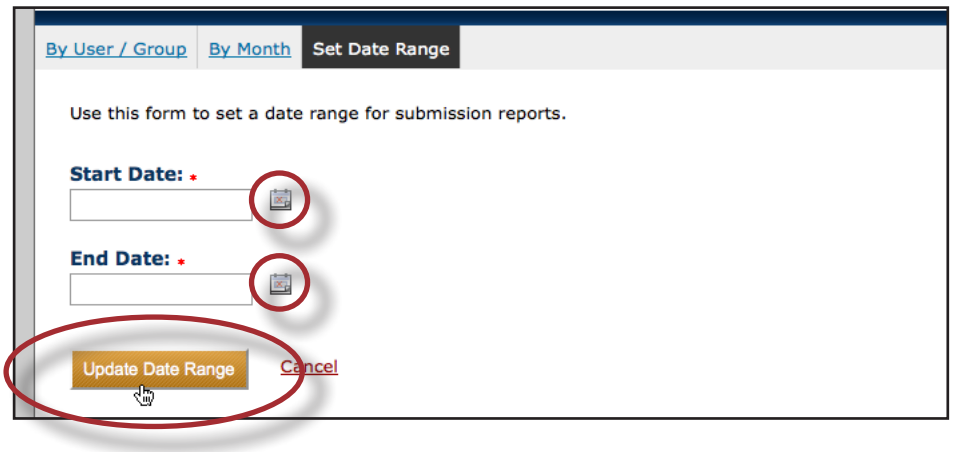

Matt R. - Usage Report
Report is not limited by a date range | change
Month ↓ Submissions Page count 1
April - 08 22 79
May - 08 8 43
Total 30 122

The account administrator can also view the *Company Usage Report* by clicking on the account name in golden text. The *Company Usage Report* displays a month by month usage report of all the submissions by the account users. You can also click on the *By Month* tab to access the month by month account usage report.


User Group ↓ Submissions Page count 1
Group: Online Content 500 257
Group: Print Ads 190 512
Group: Unassigned 683 3,635
iParadigms Account 1,373 4,404

To view the account usage for a specific date range click on the *Set Date Range* link.

Enter a date in the Date fields (the format is 2008-10-22) or click on the calendar icon to the right of the Start and Due Date field to select a date. Once the start and due dates have been selected click on the Update Date Range button.



The date range selected restricts the account usage report within the date range and will retrieve all the groups with users who have made submissions within the date range.

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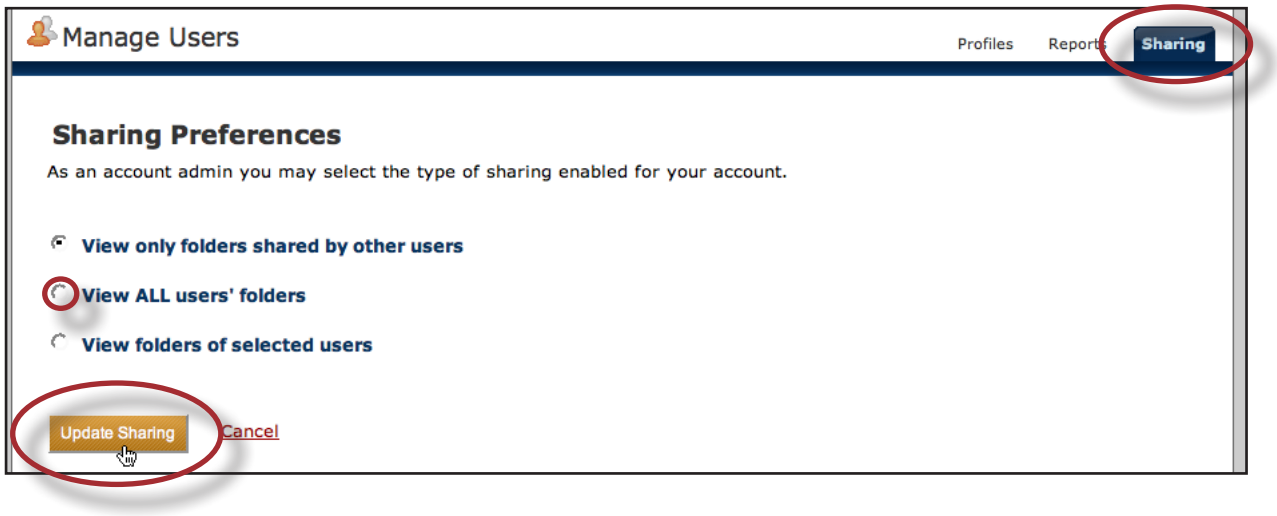
Sharing Tab

The *Sharing* content tab contains three different types of sharing enabled for your account: *View only folders shared by other users*, *View ALL users' folders*, and *View folders of selected users*. The default is *View only folders shared by other users*. To change the sharing type for the account, click on the radio button next to the sharing type and click on the *Update Sharing* button.



If the *View folders of selected users* has been selected, the account administrator must first select which user's folders will be shared within the account. To select a user, click in the check box next to their name to place a check. This user's folders will now be shared within the account. To apply the changes made, click on the *Update Sharing* button.

Note: You can enable/disable the ability of a non-administrator user to share folders, for more information please click **here**.

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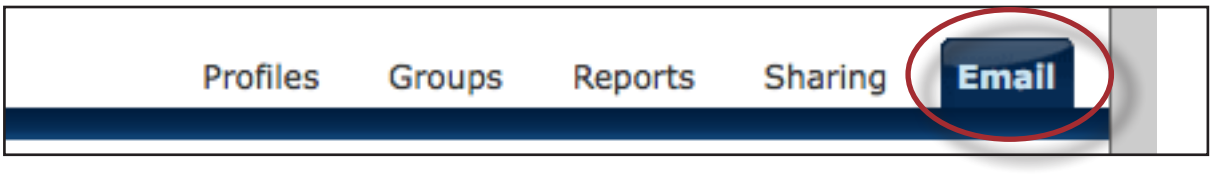
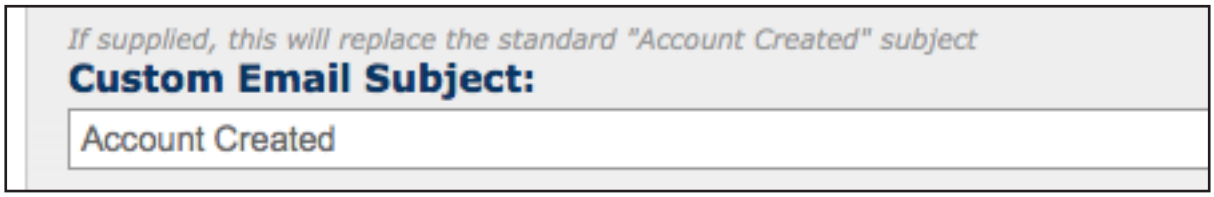
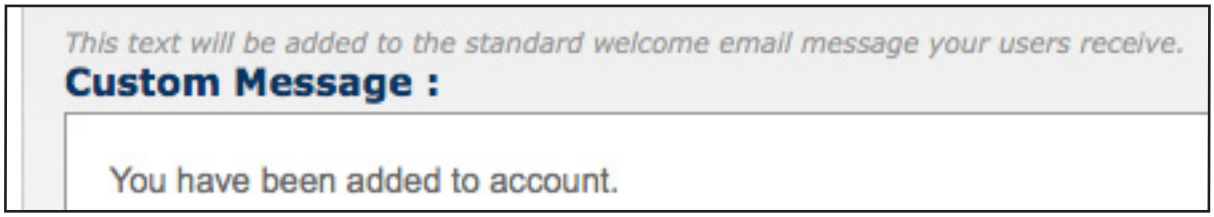
Email Tab

The *Email* tab allows the iThenticate account administrator to customize a welcome email when new users are added to an account.



When new users are added to your account they receive an automated email notifying them of their activation. As an account administrator you may change the subject line and/or incorporate a customized message to be included within iThenticate's activation email notification when new users are added.




This text will be added to the standard welcome email message your users receive.
Custom Message :
You have been added to account.

Click on the *Set Custom Message* button to save your custom message.

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Appendix A - Manual Changes

November 16, 2009

• Added the new user profile option *Can select Reporting Group when uploading? on page 47*

• Added the Email tab section to the Administrator section of the manual on page 52

• Added the new upload option where a user can select a reporting group to upload the document to, if the account administrator has given the user the ability to do so

September 29, 2009

• Added the Exclude Small Matches section on pages 26-7

June 5, 2009

• Updated manual to reflect new changes to iThenticate homepage

• Separated manage users tab section into an administrator manual to clarify the account adminstrators capabilities. Added an additional section, Controlling a User's Abilities, to display new feature where administrators may control a user's ability to share documents

May 18, 2009

• Added the upload user list feature on page 42 of the Manage Users section

October 28, 2008

• Added the new feature, Report filters, within the Settings Tab section on page 29 and the Account Info section on page 39. The report filters allows a user to manage a list of URLs that are filtered out of the matching content search when a report is being generated for submitted documents.

• Added the Groups tab feature to the Manage Users section of the manual found on page 44. The Groups feature allows the administrator of the account to create groups and add users to them to better organize the Account Usage Statistics within the Reports tab.

• In the Reports tab section of the Manage Users section the *By User/Group, By Month, and Set Date Range* report usage options have been added. On page 45-6.

September 25, 2008

• A new option "Can this user submit documents?" has been added to the *adding a new user* table on page 40. This feature allows the administrator of the account to decide if they want the new user to have the ability to submit documents or if they

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just want the user to be a reader of shared documents. This option can be toggled at any time by the administrator, once a user has been created, by clicking on the edit button to the right of the user's name, in the Profiles section of the Manage Users page.

September 16, 2008

- Added new features to the Manage Users section of the manual. These features include: deactivating a user, reactivating a user, the Reports tab, and the Sharing tab. The Manage Users tab in iThenticate is accessible only by administrator users.

- An appendix section has been added to the manual to track changes made to the manual.

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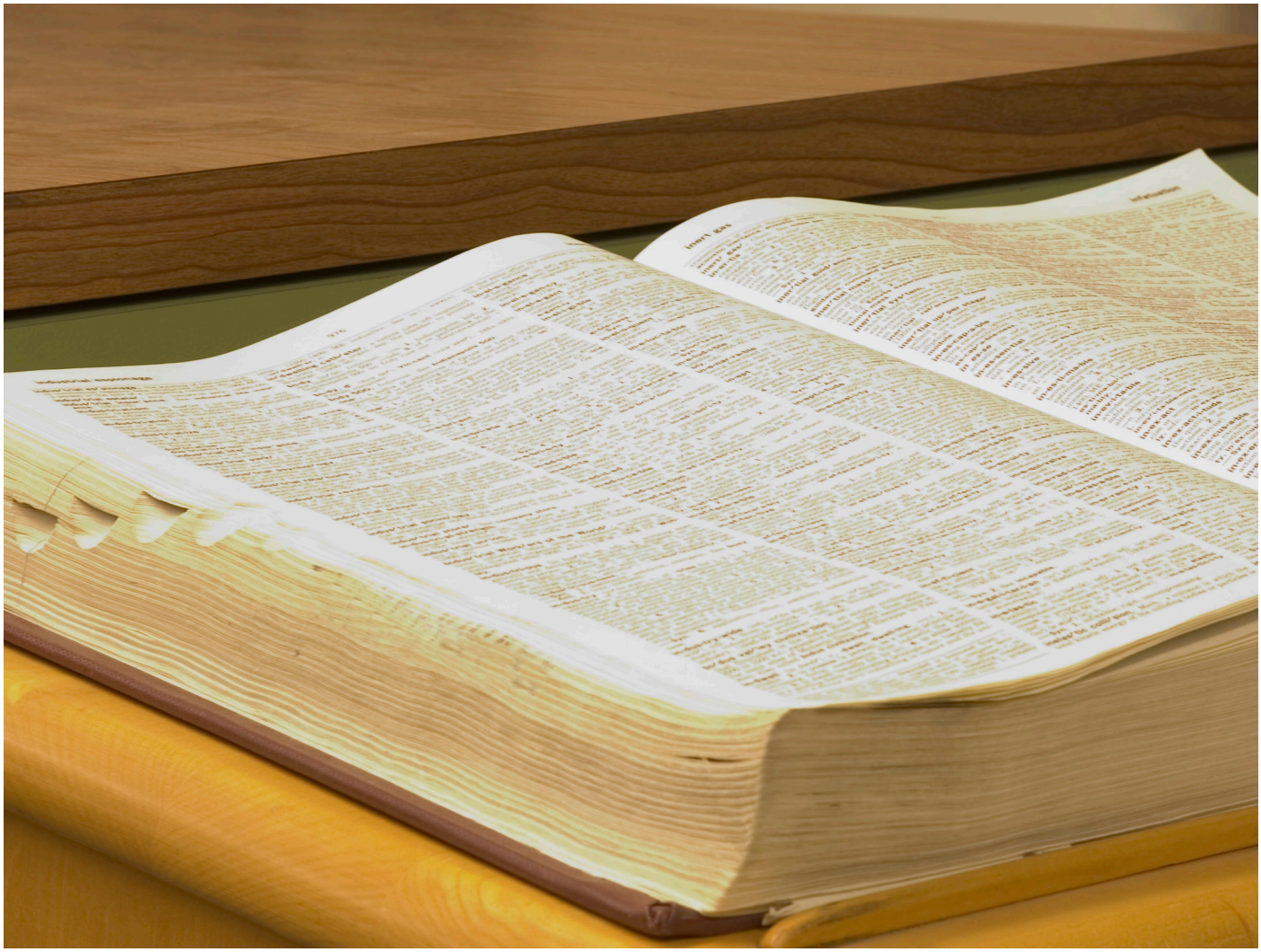

Glossary

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Definitions

account administrator - an account administrator (referred to as the account admin) has access to the manage users tab on the iThenticate homepage

content tabs - contain the different pages of the main navigation tabs. For example, the Settings page has three content tabs: General, Documents, and Reports.

content tracking index threshold -is used to determine if a Similarity report will be resubmitted or if a user will be emailed where if any resubmitted document exceeds the threshold they will not be resubmitted. The thresholds are percentages of matching content in increments of 10.

content tracking mode - the content tracking similarity report view mode lists all the matches between the iThenticate databases and the submitted document.

directory - the area of the Folders page that contains the folder groups and Trash

document - submissions to iThenticate are called documents. Documents can be uploaded in four ways: Upload a File, Zip File Upload, Drag & Drop Upload, and Cut & Paste.

info/action column - contains easy access to iThenticate actions and information. The only pages that have action functionality are the Folders page and Manage Users page. For example in the Manage Users page the Info/Action Column contains the action *Add New User* and *Upgrade Your Account* information.

folder - where documents are submitted to. Folders are created within a folder group.

folder group - contains folders. Folder groups can only be deleted if they contain no folders.

folder tabs - there are four folder tabs: Documents, Sharing, Settings, and Resubmit. Each tab provides different functionality.

largest matches - the report shows the percentage of words that are a part of a matching string of words (with some limited flexibility), in the Content Tracking view the report shows the percentage of matching words for a source regardless of whether or not the words are pieces of matching strings. In some cases, strings from the same source may overlap, in which case, the longer string in the Largest Match view will be displayed.

main content - displays the different iThenticate pages

main navigation - the main navigation bar at the top of the screen has three to five different tabs based on the user type. These different tabs are: Folders, Settings, Account Info and Manage Users. Only account administrators has access the Manage Users tab.

one-time password - a password given to either a new user or to a user who has forgotten their password. iThenticate will send you a one-time password to your email. You may only log in once with this password and you will need to

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change it the first time you log in.

Overall Similarity Index - this index determines the percentage of similarity between a submission and information existing in the iThenticate databases selected as search targets.

resubmit - documents can be resubmitted to iThenticate to further check the document for similarity. Since iThenticate's databases grows daily by the thousands

secret question and answer - the secret question and answer set allows a user to reset their password immediately through the *Forgot your Password?* link on the iThenticate website. The secret question is selected from a list during user profile creation, and the user enters an answer. The answer is case sensitive and may or may not include spacing. Different capitalization or spacing when answering the secret question will result in rejection of the password reset attempt.

sharing - folders can be shared with other users within your account. The sharing tab within a folder, shows you all the users who you can share the folder with. If a folder is shared with another user, that user can only view the Similarity Reports

similarity index threshold - is used to determine if a Similarity report will be resubmitted or if a user will be emailed where if any resubmitted document exceeds the threshold they will not be resubmitted. The thresholds are percentages of matching content in increments of 10.

similarity report - this is the default viewing mode for the Similarity Report. Provides a list of all areas of the paper which have similarity to information in the Turnitin database. Matches are color coded and listed from highest to lowest percentage of matching word area within the submission. Only the top or best matches are shown, all underlying matches are visible in the Content Tracking viewing mode. By clicking on the highlighted area of the text, the matching sources displays the actual source from the website and which part of the original writing was matched with the submitted document

summary report - a simple, printable list of the matches found followed by the paper with the matching areas highlighted

toolbar - The toolbar changes functionality based on what the main content is displaying. For example the toolbar displays the *Search*, *Trash*, *Resubmit* and *Move* functions when the user is browsing documents from within a folder. The toolbar is only functional when the user is within the Folder page

user profile - contains the users information. Such as, first and last name and email address.

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